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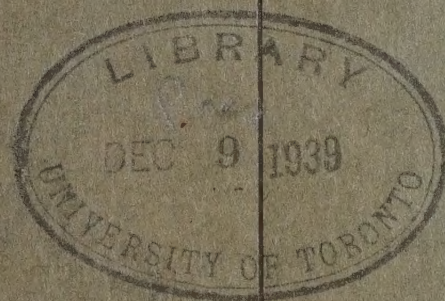
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THE
KING'S REGULATIONS
AND ORDERS

FOR
THE ROYAL CANADIAN
AIR FORCE
1924



Reprinted 1939 with amendments up to and including
A. F. G. O. No. 31/1939

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**KING'S REGULATIONS AND ORDERS
FOR THE ROYAL CANADIAN
AIR FORCE, 1924**

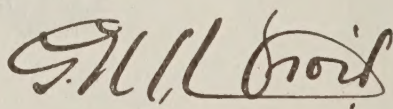
This volume is a reprint, with amendments up to and including August 1st, 1939, embodied in the text, of King's Regulations and Orders for the Royal Canadian Air Force, 1924, approved by the Governor in Council under the powers conferred by Section 5 of the Air Board Act, Chapter II of the Statutes of 1919, and by Section 4 of the Aeronautics Act, Chapter 3 of the Revised Statutes of 1927.

Air and other Officers Commanding will be held responsible that these Regulations and Orders are strictly observed and that any local instructions or Air Force Orders that may be issued are in accord with and directed by their spirit and intention.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the service, bearing in mind that no attempt has been made to provide for necessary and self-evident exception.

All previous orders on the subjects to which reference is made in these Regulations are hereby cancelled.

By Command,



*Air Vice-Marshal,
Chief of the Air Staff.*

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RECORD OF AMENDMENTS

King's Regulations and Orders for the Royal Canadian Air Force, 1924

Amdt. No.	A.F.G.O.	Date	Amdt. No.	A.F.G.O.	Date

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RECORD OF AMENDMENTS

King's Regulations and Orders for the Royal Canadian Air Force, 1924

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KING'S REGULATIONS AND ORDERS FOR THE ROYAL CANADIAN AIR FORCE, 1924

Interpretation

A. "Minister" means the Minister of National Defence.

A1. The term "Director of the Royal Canadian Air Force" is synonymous with "Chief of the Air Staff."

A2. "Air Officer" means an Officer of the rank of Air Commodore or above. Thus "Air or other Officer Commanding" means an Air Officer, or Officer of lower rank, commanding an Air Command.

B. The term "D.O.C." means the Officer Commanding a Military District and Commanding Officer includes the Officer in command during the absence of the Officer specified.

C. "Permanent Active Air Force" means those officers, airmen, units, detachments or formations, permanently embodied or employed for continuous service and available for general service.

D. "Auxiliary Active Air Force" means those officers, airmen, units, detachments or formations of the Active Air Force, other than those comprised or included in the Permanent Active Air Force.

D1. "Air Command" means the highest R.C.A.F. formation. An Air Command is a formation set up for the purpose of decentralizing the command of units from R.C.A.F. Headquarters, and will include such formations and units as are from time to time allotted to it.

D2. "Formation" means a number of units grouped together under one commander, and may be an Air Command, a Group, or a Wing.

E. "General Service" means any Air Force service that may be required.

(1) These regulations are to be referred to as The King's Regulations and Orders for the Royal Canadian Air Force.

(2) In these regulations, if not inconsistent with the context, the following expressions have the meanings hereinafter respectively assigned to them; that is to say:—

(a) The expression "aircraft" includes aeroplanes, balloons, kite balloons, airships, or other machines for flying.

(b) (i) The expression "material" is a wide general term covering R.C.A.F. equipment, supplies, works and buildings.

(ii) The expression "supplies" means food, fuel (heating), electricity, gas and water.

Interpretation

- (iii) The expression "R.C.A.F. Equipment" is a comprehensive term to include all articles classified under the headings of aircraft, aircraft engines, marine craft, M.T. vehicles and R.C.A.F. stores.
- (iv) The expression "R.C.A.F. Stores" means all articles exclusive of aircraft, aircraft engines, marine craft, and M.T. vehicles shown in the R.C.A.F. Vocabulary or schedules or otherwise authorized to be held as part of R.C.A.F. equipment.
- (c) The expression "air force" means the officers and airmen hereinafter defined.
- (d) The expression "air force reward" means any gratuity or annuity for long services or good conduct; it also includes any good conduct pay or pension and any other air force pecuniary reward.
- (e) The expression "airman" does not include an officer as defined by these regulations and with the modification herein contained in relation to warrant officers and non-commissioned officers, includes a warrant officer not having an honorary commission and a non-commissioned officer, and every person subject to these regulations during the time that he is so subject.
- (f) The expression "air signal" means any signal intended for the guidance of aircraft, whether given by flag, ground signal, light, wind-indicator, or in any other manner whatsoever.
- (g) The expression "civil court" means, with respect to any crime or offence, a court of ordinary criminal jurisdiction, and includes a court of summary jurisdiction.
- (i) The expression "Commanding Officer" as used in the sections relating to "Courts-Martial," to the "Execution of Sentence" and to the "Power of Commanding Officer," and in the provisions consequential thereon, means, in relation to any person, the officer whose duty it is, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority. It also, so far as it relates to the summary award of any punishments for offences, which an officer commanding a squadron or park is authorized to award and so far as it relates to a summary finding in a case of absence without leave, includes the Officer Commanding a squadron or park.
- (j) The expression "constable" includes a high constable and a commissioner, inspector or other officer of police.
- (k) The expression "Court of summary jurisdiction," unless the context otherwise requires, means any justice or justices of the peace, police, stipendiary or other magistrate by whatever name called, to whom jurisdiction is given or who is authorized to act under Part XIV, XV, XVI, of the Criminal Code, although the offence may have been committed outside the territorial division in which such justice, police, stipendiary, or other magistrate ordinarily has or exercises jurisdiction.
- (l) The expression "decoration" means any medal, clasp, good-conduct badge, or decoration.

Interpretation

- (m) The expression "enemy" includes all armed mutineers, armed rebels, armed rioters and pirates.
- (n) The expression "field officer" means any officer above the rank of flight lieutenant and below the rank of air officer.
- (o) The expression "the forces" and "His Majesty's Forces," include His Majesty's naval, military and air forces.
- (p) The expression "horse" includes a mule, and the provisions of these regulations shall apply to any beast of whatever description used for burden or draught or for carrying persons in like manner, as if such beast were included in the expression "horse."
- (q) The expression "month" means "calendar month."
- (r) The expression "non-commissioned officer" includes an acting non-commissioned officer, but does not include a leading aircraftman, or, save as in these regulations mentioned, a warrant officer not holding an honorary commission.
- (s) The expression "oaths" and "swear" and other expressions relating thereto, include affirmation or declaration, affirm or declare, and expressions relating thereto, in cases where an affirmation or declaration is by law allowed instead of an oath.
- (t) The expression "on active service" as applied to a person subject to these regulations, means whenever he is attached to or forms part of a force which is engaged in operations against the enemy or is engaged in warlike operations in a country or place wholly or partly occupied by an enemy, or is in military occupation, of any foreign country.
- (u) The expression "officer" means an officer commissioned or in pay as an officer in His Majesty's Service, or any arm, branch, or part thereof; it also includes a person who, by virtue of his commission is appointed to any Department or corps or unit of His Majesty's Service, or of any arm, branch, or part thereof; it also includes a person, whether retired or not, who by virtue of his commission or otherwise is legally entitled to the style and rank of an officer of His Majesty's Service, or of any arm, branch, or part thereof; Warrant and other officers holding honorary commissions are officers within the meaning of these regulations subject to the exceptions herein mentioned.
- (v) The expression "proper air force authority" when used in relation to any power, duty, act or matter, means such air force authority as, in pursuance of these regulations or the custom of the service, exercises or performs that power or duty or is concerned with that act or matter.
- (w) The expression "public prison" means any prison in Canada in which offenders sentenced by civil court to imprisonment for less than two years can from time to time be confined.
- (x) The expression "service" when qualifying institution, necessities, books, band, mess, money, goods and other property, means belonging to or connected with the air service or any unit or part of a unit thereof.

- (y) The expression "soldier" has the same meaning as in the Army Act and the Air Force Act.
- (z) The expression "superior officer," when used in relation to an airman, includes a warrant officer not holding an honorary commission, and also includes a non-commissioned officer as above defined.
- (zz) The expression "surrender himself" means the voluntary delivery of himself into custody by a person who at the time of such delivery, and as a reason therefor, alleges himself to be a deserter or absentee without leave from the Royal Canadian Air Force.

(3) Time, for the purpose of any proceeding or other matter under these regulations, shall be reckoned exclusive of Sunday, Good Friday and Christmas Day, but any time reckoned for the purposes of any punishment, or of any deduction of pay, shall include these days.

(4) Except as herein otherwise provided, the Interpretation Act (R.S.C. Chap. I) shall apply to these regulations.

(Any amendments, additions or modifications to these Regulations and Orders, as are from time to time made, will appear in Air Force General Orders.)

KING'S REGULATIONS AND ORDERS FOR THE ROYAL CANADIAN AIR FORCE

PART I

CHAPTER I

Organization of the Royal Canadian Air Force

1. Composition and Government of the Royal Canadian Air Force

1. There shall be an Air Force in Canada to be known as the Royal Canadian Air Force, comprised of such officers and airmen as are appointed, enlisted, employed, trained and paid, as set out in these Regulations, and includes fighting troops, technical and administrative services and departments and others subject to these Regulations, as officers and airmen.

The Royal Canadian Air Force is composed of,—

- (a) The Active Air Force.
- (b) The Reserve Air Force.

(a) The Active Air Force comprises:—

- (i) The Permanent Active Air Force of Canada will consist of officers and airmen permanently

embodied or employed for continuous service and is available for general service. It is maintained for the instruction of the Auxiliary Active Air Force.

(ii) The Auxiliary Active Air Force is comprised of such units or detachments and other formations as are from time to time named by the Governor in Council.

(b) The Royal Canadian Air Force Reserve shall consist of qualified officers and airmen. Personnel are liable to be called out for such training as may be prescribed. Reserve Formations.

2. The period of service in time of peace for the Service. Royal Canadian Air Force shall be as under,—

(a) For the Active Air Force, three years.

(b) For the Reserve Air Force, such a period as may be prescribed by the Governor in Council.

2. The period of service in time of peace for the Royal Canadian Air Force shall be as under:— A.F.G.O. 8
1939

(a) For the permanent active air force, five years. Amendt.

(b) For the auxiliary active air force, three years. No. 10.

(c) For the Reserve Air Force, such a period as may be prescribed by the Governor in Council.

NOTE.—The above amendments will come into effect on April 1, 1939, and will apply only to enlistments or re-engagements carried out on or subsequent to that date. The provisions of the aforesaid paragraphs as they stood prior to the said amendments becoming effective, will apply to airmen attested or re-engaged prior to April 1, 1939, in respect of their period of engagement under such attestation or re-engagement.

3. The War organizations of the R.C.A.F. and the War Establishments of units are laid down in War Establishments. War Estab-
lishments.

4.

5. The Peace Establishment for the Royal Canadian Air Force shall be as published in General Orders. Establish-
ments. The Limited Establishments are such as may be authorized by the Minister and are governed by the amount voted by Parliament for the Royal Canadian Air Force.

6. The distribution of the Air Force is shown in the quarterly Militia and Air Force List. Distribution.

7. The command of the Royal Canadian Air Force is vested in the King, and is exercised and administered by His Majesty or the Governor General as his representative. Government.

7A. The Minister is charged with and is responsible for the administration of the Royal Canadian Air Force. He is advised in all air force matters by the Chief of the Air Staff. The Minister.

8. For the purpose of decentralization and command, Commands. the Royal Canadian Air Force is divided into formations, units and detachments.

9.

Defence Headquarters

10.

The Defence Council

11. The Defence Council is composed as under,— Composition
President: The Minister of National Defence, Vice- of Defence
President: The Deputy Minister of National Defence. Council.

Members: Comptroller.

The Chief of Staff, Department of National Defence.

The Director of Naval Service.

Associate Members:

The Adjutant-General, Department of National Defence.

The Quartermaster-General, Department of National Defence.

The Chief of the Air Staff.

12.

13. The duties of the Defence council are to Duties of
advise the Minister on all matters of Defence including Defence
or relating to the Militia, the Military, Naval and Council.
Air Service, and on all matters referred to it by the
Minister.

Inspection by Defence Council

14. When any member or members of the Defence Attendance
Council make an inspection, the visit, in the absence of Principal
of directions to the contrary, will be official, and all Officers.
principal officers will attend unless their attendance
has been dispensed with by the Council.

15-24.

Judge-Advocate-General

25.

25A. The duties of the Judge-Advocate-General are:—

(1) To review the proceedings of General and District Courts-Martial, and, where irregularities appear therein, to report on the same for the information of the Minister of National Defence.

(2) To keep a record of the proceedings of General and District Courts-Martial and of their final dispositions.

(3) To advise convening and confirming officers on all questions relating to military, naval and air laws, Courts-martial and the rules of procedure, when the advice is sought through the proper channel.

(4) To perform such services as may be assigned to him in connection with the revision of the militia, naval and air force law and the regulations.

(5) To advise the department on questions of a purely legal nature, when required to do so.

Command

Classification of High Commanders

29. The Minister, being charged essentially with the administration of the Defence Forces, decides what is to be done in all questions of Government policy affecting the Air Force and issues his instructions accordingly through the Chief of the Air Staff, but the actual command and the issuing of orders for carrying out these instructions are the duties of the commanders of the formations, units and detachments of the Royal Canadian Air Force. Adminis-
tration.

29A. The Chief of the Air Staff holds the senior appointment in the Royal Canadian Air Force. He is responsible to the Minister for the fighting efficiency of the Air Force, and for the employment of the Air Force in accordance with Government policy as communicated to him by the Minister.

30. An Air or other Officer Commanding an Air Command is responsible to the Chief of the Air Staff for the discipline, administration, training, efficiency and operational control of his command; for the preparation of Command Air Defence Schemes and the annual revision of these schemes, and for ensuring that schemes of mobilization for all units mobilizing within his command are kept up to date, that all ranks in his Command are acquainted with their duties on mobilization and in connection with any air defence scheme applicable, and that those concerned have such access to the scheme as is necessary for the proper performance of the duties required of them.

The powers, duties and functions which by these Regulations are vested in and to be exercised and performed by a District Officer Commanding, in relation to the Royal Canadian Air Force stationed within the area of his Military District, shall, in respect of an Air Command and in relation to all ranks of the Royal Canadian Air Force serving therein, be vested in, exercised and performed by the Air or other Officer Commanding such Air Command in lieu of such District

Officer Commanding. Such Air or other Officer Commanding an Air Command shall, in respect of his Command and in relation to all ranks of the Royal Canadian Air Force serving therein, be charged with and responsible for those matters with and for which under these Regulations a District Officer Commanding is charged and responsible in lieu of such District Officer Commanding.

The Air or other Officer Commanding an Air Command shall, with respect to Officers and Airmen within his Command, and in relation to District Courts-Martial for the trial of any such Airman, have, exercise and perform all the powers, duties and functions which by these Regulations are vested in a District Officer Commanding.

30A. Officers Commanding Military Districts are charged with the administration of and the maintenance of discipline in units or detachments of the Royal Canadian Air Force stationed within the area of each Military District. They will not save as hereunder stated, exercise any power of command in respect of such unit or detachment of the Royal Canadian Air Force, nor will the duties aforesaid extend to any matters of a technical or operational nature. District Officers Commanding.

31. The provisions of these Regulations relating to the duties of District Officers Commanding in respect of matters pertaining to the Royal Canadian Air Force shall not apply to such Formations and Units as are administered direct by R.C.A.F. Headquarters.

32. Officers Commanding Military Districts will within the confines of their District supply to R.C.A.F. formations or units which are administered directly by R.C.A.F. Headquarters, such services as may from time to time be ordered by National Defence Headquarters.

33-35.

36. *Command of Station.*—The senior combatant officer at a station will, in all cases, be held responsible for the maintenance of discipline and order at the station, and to that extent will be the commander of all troops stationed there. He will further command any troops at the station, the command of which is not specifically otherwise allotted. He is not responsible for, and is to avoid interfering with, administrative arrangements which are controlled by the officer in charge of administration. In the event of Orders being issued to the troops, or administrative arrangements being made, which in his opinion are not suitable to the requirements of the station, he will represent his views to the officers concerned. If in his opinion immediate action is required, he will deal with the matter on his Command of Station.

own responsibility, reporting to superior authority the reasons for his intervention, and the nature of the orders issued by him.

37-38.

39. The Governor-General, as the King's representative, will give the "word" (Parole) in all places within the Government.

40-50.

CHAPTER II

Duties of Commanders—Inspection and Confidential Reports

Officers Commanding Districts

51. Subject to these regulations and to the instructions issued from time to time from National Defence Headquarters, an Officer Commanding a Military District is charged with, and is responsible for those matters set forth in Para. 54 (a). Within his command he is the representative of the Minister of National Defence. For the purpose of carrying into effect the provisions of Para. 54 (a) the Officer Commanding a Military District will, in relation to all ranks of the R.C.A.F. stationed within the area of such Military District, have such authority and power of command as would be vested in and exercisable by an officer of the R.C.A.F. of equivalent or corresponding rank. Supervision.

52-53.

54. The District Officer Commanding is empowered to convene District Courts-Martial for the purpose of trying any airman of the Royal Canadian Air Force who is within his District, and who is subject to the Regulations for the Royal Canadian Air Force, which includes the Air Force Act and Rules of Procedure, hereinafter referred to, who is charged with any offence thereunder, and he is hereby empowered to confirm the Findings of such Courts, and to approve, confirm, mitigate or remit the sentence of such Courts and to cause such sentence to be put into execution according to these regulations and further, he is empowered to appoint Judge-Advocates, and such Judge-Advocates shall have authority to exercise the powers and perform the duties set out in 103 of the Rules of Procedure set out in these regulations and to exercise generally the functions which, by the said rules are allotted to a Judge-Advocate-General in relation to Court-Martial, convened under the authority of the Air Force Act. Convening
Courts-
Martial.

The Officer duly appointed in Defence Orders to administer a District during the absence of the District Officer Commanding is hereby given the same

powers as the District Officer Commanding as to convene District Courts-Martial, appoint Judge-Advocates, to confirm the findings of such Courts, and to approve, confirm, mitigate and remit their sentences, and to cause such sentences to be put into execution.

54A. The District Officer Commanding is further charged with and is responsible for: Responsi-
bility.

- (a) The enlistment and discharge of all R.C.A.F. airmen within his command in accordance with instructions as issued from time to time from National Defence Headquarters.
- (b) The arrangements for medical and dental services for all R.C.A.F. personnel within his command.
- (c) The arrangements for accommodation and messing of R.C.A.F. personnel at R.C.A.F. Stations within his command.
- (d) The arrangements for issue of pay and allowances to all R.C.A.F. personnel within his command.
- (e) The supply of non-technical stores; ordnance stores other than aircraft armament and ammunition to R.C.A.F. units or detachments within his command in accordance with establishments and conditions as may be laid down from time to time by National Defence Headquarters.
- (f) The engineer services at all R.C.A.F. Stations within his command, in accordance with instructions as issued from time to time by National Defence Headquarters.
- (g) Economical control of all expenditures, monies, supplies or stores in respect to such service for which he is responsible.
- (h) Compilation of necessary estimates for service for which he is responsible.
- (i) The inspection of and report on all units of the R.C.A.F. with respect to such services for which he is responsible.
- (j) The strict enforcement of orders regulating admission to National Defence works and buildings.
- (k) The sums allocated to him under the various votes not knowingly being exceeded.
- (l) The collection of all reports, statements, etc., from R.C.A.F. Units necessary for the supervision of those services for which he is responsible.

54B. He will revise annually the schemes for the defence of fortresses or defended ports in his command, and will render to Defence Headquarters on the 1st February, copies of such revised schemes. Revision
of Defence
Schemes.

54C. As schemes of defence should deal only with the men and material actually available, or that can be made available on emergency, the annual revision shall represent the plan on which the officer would defend the place with the existing resources.

Scope of
Revision.

54D. An Officer Commanding a District will be responsible for notifying Defence Headquarters of the death of any officer, whether on a reserve or other list, within his command. Officers Commanding Units will similarly report to Officers Commanding Districts. The death of a Commanding Officer will be reported by the next in command.

Decrease of
Officers.

55. The District Officer Commanding, in the administration of R.C.A.F. Stations, Formations and Units in his district will, in matters which are the responsibility of the Chief of the Air Staff, act in conformity with Royal Canadian Air Force Administrative Orders issued by National Defence Headquarters.

56A. The Officer Commanding a Royal Canadian Air Force Formation, Unit or Detachment, as the case may be, is responsible for the command, training, efficiency and operational control of the Royal Canadian Air Force under his command.

57.

57A. The Chief of the Air Staff, under the Chief of Staff, is responsible for obtaining all possible information concerning Air Force resources as well as the Air Force features of the country, under circumstances when active service appears imminent. He is further responsible for the proper disposition of the personnel, whether for offensive or defensive operations.

Field
Service.

58-97.

Officer Commanding a Unit

98. A Commanding Officer is responsible to the King for the maintenance of discipline, efficiency and proper system in the unit under his command, including the discipline, efficiency, training and readiness for war of reservists who may be affiliated to that unit. He will, by advice and timely intervention, endeavour to promote a good understanding and to prevent disputes. He is to discontinue any disposition in his officers to gamble or to extravagance. He is also to check any tendency among his officers to practical jokes.

Responsi-
bility
of C.O.

Disputes.

Gambling and
Practical
Jokes.

99. Officers are to pay particular attention to the preservation of the health of the Air Forces. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon Commanding Officers and through them on subordinate commanders. Medical officers are charged with advising General

Health of
Air Forces.

and Officers Commanding who will incur grave responsibility if such advice is neglected without adequate reason.

100. (1) A Commanding Officer is directly responsible for all material which may be under his control or on his charge as Commanding Officer and for the accounting records relating to them. The delegation of certain duties to his subordinates in no wise relieves him of this responsibility.

(2) A Commanding Officer is responsible:—

- (a) That all material in his station or unit is dealt with in accordance with regulations; that the safeguarding, maintenance in a serviceable condition, utilization and disposal of material is carried out conformably to instructions issued by the Minister or by his superior officers, and that the personnel under his command are familiar with the orders issued from time to time. He is to make frequent inspections to satisfy himself that the regulations are being observed.
- (b) That material is not used otherwise than on the public service without special authority.
- (c) That any circumstance or occurrence discovered or reported to him which may, in any manner, be detrimental to public property, is immediately investigated and dealt with in accordance with regulations.
- (d) That no change or modification of pattern is made without proper authority. When a modification is ordered he is responsible that immediate action is taken to comply with the order with respect to all R.C.A.F. equipment in his station or unit to which the modification may apply.
- (e) That any mobilization equipment placed in his charge is dealt with in accordance with the regulations issued in respect of such equipment.
- (f) That periodic stocktaking is carried out, and is to make use of the information obtained thereby to satisfy himself that the records available in the accounting section convey a true statement of the R.C.A.F. equipment that should be actually in his station or unit.

(3) He is from time to time to examine the ledgers, account books, and other documents or records, respecting the material held by his station or unit, and is to satisfy himself that such books and documents are kept in accordance with regulations, and are not allowed to fall in arrears.

(4) He will issue the necessary instructions to ensure that every article of R.C.A.F. equipment within his station or unit is placed specifically in the charge of an individual, and that the responsibility for that article, is recorded in the accounts as a charge against that individual.

(5) He will see that an officer, airman or civilian employee does not leave the station without obtaining a clearance certificate. When a subordinate commander, accountant officer or stores officer is leaving the station, the Commanding Officer will see that handing-over certificates in addition are prepared and disposed of according to regulations.

(6) He is liable to be held responsible for any loss of, damage to, or improper use of, material supplied to his station or unit unless he can clearly establish to the satisfaction of his superior officers that the following points have been complied with:—

- (a) That he has arranged an efficient organization to give effect to the regulations.
- (b) That he has taken all possible steps to ensure that this organization is carried out.
- (c) That any circumstances where he or his subordinates have been unable to comply with regulations, or in the event of conditions arising under which they have been in any way unable adequately to safeguard the equipment in their charge, he has submitted a report of the circumstances in writing to higher authority.

(7) When a change of command of a station or unit occurs, the officer who is being relieved will be responsible that the handing-over of material takes place in accordance with the instructions laid down.

101. (1) A Commanding Officer is responsible for the whole of the organization and administration of his station or unit, but the detailed distribution of work between himself and his subordinates is left substantially to his discretion.

(2) Subject to such general directions as may be given in regulations the extent and manner of delegation is left to the discretion of the Commanding Officer to decide in accordance with the size and nature of the unit, the character and experience of the subordinate personnel and the varying circumstances of the moment. Notwithstanding any delegation authorized in the following paragraphs, the Commanding Officer will retain general responsibility and should keep in touch with the details of the daily life of his station or unit.

(3) If a Commanding Officer has properly delegated a duty to his subordinate officer, and the latter through

his fault causes a loss, the Commanding Officer will not be held liable to suffer a penal deduction unless he has failed to exercise proper supervision over his subordinate or has by the negligent organization of his unit contributed to cause the loss.

102. A Commanding Officer is responsible that every Petrol. effort is made to salve petrol from damaged aircraft and that petrol so salvaged is utilized for mechanical transport purposes.

102A. A Commanding Officer is responsible for the Supplies. correct receipt and issue of all supplies, and for daily issues being inspected, measured or weighed in the presence of an officer.

102B. Whenever armed parties are called out for the Armed Parties. performance of any unusual duties, Commanding Officers are personally to ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the services they may be called upon to perform.

103. Commanding Officers are to cause every order Promulgation of Orders. and circular issued for general information and guidance either to be re-published in Air Force Orders or otherwise circulated throughout their units, and they are to afford all officers under their command every facility for becoming acquainted with changes in the regulations and orders. Ignorance of published orders cannot be admitted as an excuse for their non-observance. Orders relating to airmen's pay and accounts, or to any matter requiring special explanation, will be read and explained to them immediately after such orders are received; and those of a more important nature will be read to them on three successive parades. Every circumstance, which, in any way affects an airman's pay or service is to be published in Air Force Orders, Part II, immediately after its occurrence.

104 (a) A commanding officer is responsible for the proper application of all service funds. He will supervise and control the committees formed for their management.

(b) Audits of service funds of units will be carried out as under:—

(i) Permanent Active Air Force units—Quarterly. An audit will also be carried out upon every change of command.

(ii) Auxiliary Active Air Force units—At such times as may be determined by the commanding officer, but at least annually. When an annual audit only is carried out, not more than twelve months must elapse between such annual audits, each of which must be for a

period terminating on 31st December in each year. In addition to the above, an audit will be carried out upon every change in command.

- (c) The audit board to be assembled by the commanding officer of each Permanent and Auxiliary Active Air Force unit will consist normally of three officers present with the unit, but when three officers are not available the board may consist of two. In cases where only one officer is available the audit will be carried out as directed by the officer commanding the air command. In any event no officer having any responsibility for the receipt, expenditure or accounting of the monies to which the audit pertains will be a member of the audit board concerned.
- (d) The accounts of the officers' mess, band, sergeants' mess, service institute, workshops, and all sports, charitable and other funds, will be laid before the board who will examine all vouchers and will satisfy themselves that liabilities are not omitted from the balance sheets, that assets are not over estimated, and that the cash credits are actually available. The commanding officer is personally responsible for obtaining from the bank a certificate of the balance held on each account at the close of business on the last day of the period covered by the audit. This certificate will be handed direct to the president of the audit board to assist the board in its check and will subsequently be attached to the proceedings. The balance of the funds will be entered in the proceedings, and the board will record therein that these instructions have been carried out. The proceedings will be laid before the commanding officer for approval and placed before the officer commanding the air command.

105. An officer in temporary command of a unit will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of funds to any purpose other than the ordinary current expenditure, without reference either to the permanent Commanding Officer or superior officer. On the other hand, an officer while absent from, and not in the exercise of his command, cannot issue orders relating to such command.

Officers in
Temporary
Command.

106. A Commanding Officer is responsible for the systematic and efficient instruction of officers under his command in all professional duties, and for their due preparation for examination for promotion.

Commanding
Officer to
Train his
Officers.

106A. A Commanding Officer is responsible that every officer under his command is in possession of a copy of these Regulations or that they are fully acquainted with the contents.

107. A Commanding Officer will encourage junior officers to qualify for the duties of Adjutant, both in the field and in the orderly room, and will afford them every facility for so doing.

Practical Instruction by Commanding Officer in the Field.

108. It is the duty of a Commanding Officer to bring specially to the notice of the inspecting officer, any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in knowledge of their duties, or who do not afford him that support which he has a right to expect or conduct themselves in a manner injurious to the efficiency or credit of the Air Force.

Efficiency and Conduct of Officers to be reported.

109.

109A. On change of command in a unit mutual handing over, and taking over, certificates will be rendered by the outgoing and incoming commanding officers.

Change of Unit Command.

110. Commanding officers are responsible that the service and squadron rolls are properly made out, and corrected from time to time.

Service Rolls.

110A. Nothing more essentially tends to the maintenance of regularity and good order than a definite system of chain responsibility, which should extend from the highest to the lowest grade.

Chain of Responsibility.

Officer other than a Commanding Officer

111. Officers should make themselves thoroughly acquainted with the professional abilities and acquirements of all ranks placed under their supervision.

Officers to supervise and assist juniors.

112. Every squadron, etc., Commander, even if the appointment is held only temporarily, is charged with the equipment, ammunition, clothing and public stores appertaining thereto, and is accountable for them to his Commanding Officer. He (or the administrative officer acting on general instructions) is responsible for the men's messes and necessities being properly provided. He will pay attention to the cleanliness of the men and to that of their clothing, arms, accoutrements, and barracks and quarters. He is bound to take charge of all money received on account of his squadron, etc., and is responsible for the safe custody of such money and for its being expended in conformity with regulations, and with due regard to the interests of his men.

Care of Public Money.

Only in exceptional circumstances when specially authorized by N.D.H.Q. will an airman be subjected to the risk of loss by having public money placed in his hands.

112A. It is the duty of all Air Force officers to assist and support their commanding officers to the utmost of their ability in all matters relating to the efficiency and interior economy of their Units.

To support Commanding Officer.

"112B. (1) In the absence of the Commanding Officer of a Formation, Station, or Unit which controls or carries out flying operations, his responsibilities will be assumed by the next senior Officer of the Formation, Station or Unit who is a qualified pilot on the General List.

(2) In the absence of the Commanding Officer of a Unit or Establishment, which does not control or carry out flying operations, his responsibilities will be assumed by the next senior officer of the Unit or Establishment.

(3) In the absence of the Chief of the Air Staff, his responsibilities at National Defence Headquarters will be assumed by the next senior officer at National Defence Headquarters who is a qualified pilot on the General List.

(4) Should the next senior officer as provided for in sub-paragraphs (1), (2) and (3) above not be considered suitable to assume command another officer may be appointed by the Minister, providing that the officer so appointed does not hold a rank lower than that held by an officer who will be serving under him."

113. Kit inspection must be held periodically as a Kit squadron, etc., Commander may consider necessary. Inspection. All ranks below that of Warrant Officer should have their kits inspected at least once a month.

The visiting or inspection of barracks, etc., will not, except in cases of necessity, be performed on Sunday. Inspection Parades not to be held on Sunday. The holding of parades, will, as far as possible, be avoided on Sundays.

114. (1) Every Officer placed in charge of material is responsible for its safe custody, and that all articles are used in a proper manner and solely in the public service. Responsibility for Material.

(2) He will make a report forthwith to his Commanding Officer of any loss or damage that occurs in respect of the material in his charge.

(3) He will issue orders to his subordinates to ensure that the utmost economy is exercised in the consumption of material.

Adjutants

114A. The Adjutant is an officer appointed to act as the commanding officer's staff officer in the execution of the latter's duty in training and administering the unit. He should be of superior intelligence and strength of character, energetic and capable of hard work. His duties are:—

- (a) To draft for the Commanding Officer's approval and promulgate unit orders.
- (b) To take charge of all books and documents in the orderly room. To be responsible that they

are properly kept, in accordance with these regulations, and that unauthorized persons have not access to them.

- (c) To supervise every detail in connection with the daily routine and administrative business.
- (d) To exercise general supervision over the manner in which all warrant and non-commissioned officers perform their duties, and special supervision over the orderly room clerks and buglers, who come under his immediate command when in camp.
- (e) To inspect all guards, parties and attachments detailed from the unit before handing them over to the officer or non-commissioned officer in command; seeing that they are correctly turned out, and giving in all cases the commanding officer's instructions as to the duty to be performed.
- (f) To supervise the unit duty rosters.
- (g) To examine and check all returns, etc., before submitting them for the information and signature of the Commanding Officer.
- (h) To see that all books and reference kept in the orderly room are correct to date in accordance with changes notified in General Air Force and other Orders.
- (i) To inspect the warrant and non-commissioned officers, band and buglers at the Commanding Officer's daily parade.

Officers in Medical Charge of Units

114B. A medical officer in charge of a unit is responsible to the Commanding Officer for everything relating to the medical services of the unit, for the inspection of recruits, and is the adviser to the Commanding Officer on matters of sanitation.

Stores Officer

114C. The Stores Officer is responsible to his C.O. Duties. for the receipt, care, safe custody, maintenance while in store and issue of all R.C.A.F. Equipment and he is responsible that adequate stocks are held for the requirements of his unit.

Accountant Officer

114D. (1) The accountant officer is responsible to his C.O. for the correct accounting for all R.C.A.F. Equipment on charge to the unit.

(2) He will be the adviser and assistant to his C.O. in all matters in which his accounts and accounting knowledge can aid in the administration of the station. The C.O. should therefore ensure that the accountant officer is normally made aware of all matters having a definite accounting importance (or which may assume

this importance at a later stage) even though the matters in question may be primarily the concern of some other officer on the station. It is the duty of other officers to give all proper facilities to the accounting section for the conduct of its special duties.

(3) An accountant officer will not keep nor be held responsible for the non-public accounts of the unit or station but will advise upon any points of difficulty if the C.O. so desires. An accountant officer whenever available, will, however, be detailed by the C.O. as a member of the audit board.

Inspections—General Instructions

115. An Air or other Officer Commanding an air Inspection command will inspect the units under his command of Units. on the following occasions—

- (a) Annually.
- (b) As soon as possible after a unit is placed under his command.
- (c) Prior to the unit leaving his command.

116. In making his inspection he will normally con- Scope of fine his attention to such matters as are within his Inspection. jurisdiction. He will however, call attention in his report of the inspection (see para. 127) to any matters outside his competency which he may consider to be unsatisfactory, or to have an injurious effect on matters within his competency.

117. Subject to para. 116, the inspection of a unit will Nature of be directed to testing not only the efficiency and Inspection. capacity for command of the Commanding Officer, but the general readiness for war of the unit, as regards training, discipline, equipment and interior economy.

118. In all cases, as far as they may be applicable, Matters for the inspecting officer will enquire into the manner in Inspection. which the regulations on the following matters are being carried out,—

- (1) The documents of officers and airmen.
- (2) The conduct of officers' and sergeants' messes and the service institute.
- (3) The custody of, and the accountancy for, equipment and provisions.
- (4) The custody of, and accountancy for, medical and dental stores.
- (5) The keeping of logs and history sheets.
- (6) The custody and issue of railway warrants, concession vouchers, bills of lading and other forms representing monetary values.
- (7) The custody of mustering, etc., of secret and confidential publications.
- (8) The map account.

- (9) The expenditure of, and accounting for, non-public funds.
- (10) The instruction of young officers in air force law.
- (11) Physical training.
- (12) The award and execution of summary punishment.
- (13) Fire prevention and fighting.
- (14) Flying.
- (15) Sanitation and hygiene.
- (16) The education of airmen.
- (17) Religious ministrations and services.
- (18) The use of service motor transports.
- (19) Airmen's clothing.
- (20) Medical and Dental Services.
- (21) The publication of orders and the correction of regulations.
- (22) The employment of airmen.
- (23) The compliance with paras. 106A, 133, 461, and 462 of the King's Regulations.
- (24) The assessment of character and ability, and the award and restoration of good conduct badges.
- (25) Instructions regarding uniform.
- (26) The storage of private aircraft and motor vehicles.
- (27) The conducting of official correspondence.
- (28) The receipt and distribution of registered postal packages.
- (29) The general efficiency of the signal organization, apparatus and personnel of a unit.
- (30) Any other matters to which it is considered desirable to call attention.

119-124.

125. Every effort will be made to ensure the attendance of every officer and airman at the inspection. All ranks to be on parade.

126. The inspecting officer should aim at inspecting all the units of the station on the same occasion. Station Inspection.
If he does not do this, he will be careful to exclude from his report of inspection matters which are not the responsibility of the Commanding Officer of the unit inspected, except in so far as they may have a bearing upon the proper performance by that officer of his duties.

127. (1) After inspecting a unit, the inspecting officer will render to Air Force Headquarters a report of the inspection in duplicate. Reports of Inspections.

(2) The report will indicate the precise steps taken where applicable with a view to testing the unit as to its efficiency, state of training, and preparedness for war, and will include remarks on any points which the inspecting officer considers should be noted, either as regards the general efficiency of the unit or the reverse.

(3) A report of inspection will indicate the steps which the inspecting officer has taken, and the orders which he has given to remedy any state of affairs which he considers unsatisfactory. Any points on which he desires to make recommendations must be dealt with by separate letters, which should contain a reference to the report of inspection. Separate Reports.

(4) A report of inspection will state in what manner, and with what effect, any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat, or call attention to, any orders previously given, full particulars relating thereto will form part of the report.

(5) An Air or other Officer Commanding an Air Command will render reports on the annual inspection of all units under his command, in time to reach Air Force Headquarters on or before December 1 of the year concerned.

(6) The Air or other Officer Commanding an Air Command, after having rendered a report on the annual inspection of a unit, will inform the Officer Commanding the unit of the observations which he has made in his report; but under no circumstances will he furnish a copy of his report to the Officer Commanding the unit for his information.

128. If an officer or an airman desires to bring any grievance to the notice of the inspecting officer, he is to be afforded an opportunity of doing so. Complaints.

128A. When a unit leaves the command, a copy of the last inspection report will be transferred to the Air or other Officer Commanding the Air Command to which the unit is moved. Unit transferred to another Command.

128B. An officer visiting an air force station or unit on duty is to report to the Headquarters of the station or unit before proceeding with any inspection, or other object of his visit.

129-132.

Confidential Reports

133. A confidential report will be furnished annually to the Minister on every officer of the Royal Canadian Air Force Staff and Permanent Active Air Force. These reports will be strictly confidential, and will in no case be made public. Reports of officers will be made as follows:— Confidential Reports.

At Defence Headquarters by the head of the branch in which they are serving.

On District Staffs by the District Officer Commanding.

On the Permanent Active Air Force by the Officer Commanding the unit.

In the cases of Permanent Active Air Force Officers serving in depots or detachments at a distance from Unit Headquarters, reports on junior officers will be made by the senior Air Force Officer in charge to the Officer Commanding the unit, who will add his remarks, and forward the report to Defence Headquarters through the District Officer Commanding.

In the case of Permanent Active Air Force Officers, the report will be made out in the first instance by the Commanding Officer or other immediate superior of the officer reported on, and will be forwarded by him to the District Officer Commanding for transmission to Defence Headquarters.

As soon as all the opinions of the senior officers have been entered, the report will be returned for communication by the Officer Commanding to the officer concerned, who will initial the report at the place assigned for the purpose, to show that he has seen it.

If the officer reported upon is not present with his unit, a copy of the report and remarks, if any, of the District Officer Commanding will be sent to him and a certificate to that effect will be entered on the report by the Officer Commanding. The copy will be returned by the officer after perusal, and will then be destroyed.

After communication, the reports will be forwarded with as little delay as possible direct to the Chief of the Air Staff, Department of National Defence.

In the event of a superior officer reporting favourably on an officer who has been adversely reported on by his Commanding Officer or other immediate superior, the conflicting reports will be enquired into by the Air Force authority next in order of superiority, who will record his opinion, and cause it to be communicated to the officer concerned.

A note will be made in the report that these instructions have been duly attended to, or an explanation furnished when they have not been carried out.

Similar procedure will be followed in the case of adverse reports, other than those made in the annual reports.

Due weight will be given to reports, whether favourable or adverse, or partly favourable or partly adverse, in considering the officer's fitness for his present appointment, or for other employment, or for further promotion.

134-138.

138A. An officer will be recommended in his annual report for:—

Recommendations in Annual Reports.

- (1) Accelerated promotion, or
- (2) Promotion in ordinary course, or
- (3) Promotion to be delayed.

Should the reports of two successive years recommend delay in promotion, a special report will be rendered by the three senior officers with the unit stating whether they think it desirable that the officer should be retained in the service.

In recommending an officer for "accelerated promotion," an Air or other Officer Commanding will report clearly and concisely the special qualifications which make the officer more efficient than his comrades.

Recommendations of this nature should be sparingly made, and should apply to cases only where the officer is exceptionally gifted, or where he has displayed special ability in the performance of his duties.

These recommendations will carry greater weight when the officer has passed his examination for promotion, and has obtained a special certificate although the latter is not an essential condition.

139.

140. In addition to the submission of the annual confidential reports, if it should be necessary to bring forward an officer's good services officially, or to report unfavourably on him on some particular occasion, the report is to be in writing, and signed by the officer concerned, if of an adverse nature, and forwarded through the usual channels to the Minister.

Special Reports.

140A. Staff and seconded officers should only be reported on by their staff superiors, and, in such cases, the appointments held should be shown in red ink on the report; but unit commanders are to bring to notice at any time any circumstances affecting such staff and seconded officers which, in their opinion, should be laid before the Chief of the Air Staff.

Staff and Seconded Officers.

On the other hand, the Chief of the Air Staff, on the return of a staff or seconded officer to his unit, will inform his unit commander of any circumstances that have occurred during the period of staff or seconded service, which it is considered should be known to the unit commander.

141-210.

CHAPTER VI

Officer, Appointments, Posting, Exchange, Transfer and Retirement*1. Appointments*

GENERAL INSTRUCTIONS

211. All Air Force appointments, promotions, exchanges and removals will be published in The Canada Gazette, extracts from which are promulgated in Air Force General Orders and transmitted to each Air or other officer commanding Air Commands to enable him to notify in orders such details as affect his command. Notification so published is deemed official for all military or air force purposes. Unless otherwise stated, promotions and appointments take effect from the date of the Gazette in which they appear.

211A. Commissions of officers in the Royal Canadian Air Force shall be granted by His Majesty during pleasure.

211B. (1) The Governor General may cause his signature to be affixed to any commission granted or issued under these regulations by stamping the same on such commission with a stamp approved by him and used for the purpose by his authority.

(2) The signature so affixed shall be to all intents and purposes as valid and effectual as if in the handwriting of the Governor General.

(3) Neither the authenticity of any such stamped signature nor the authority of the person by whom it has been affixed to any commission shall be called in question, except on behalf of the Crown.

211C. Officers of the Royal Canadian Air Force may, under such regulations as are made from time to time, be appointed to units or an unattached list and may, as required in the interests of the service, be transferred, or such officers may be retired with or without honorary rank. They may be re-appointed from the retired list, but no officer shall be called upon to serve in a rank inferior to that with which he retired.

211D. The form of the commission to be given shall be appropriate to the status which it is intended the officer shall hold in the permanent or auxiliary active air force.

211E. (1) Officers commissioned in the Royal Canadian Air Force shall be classified in two divisions:—

- (a) A General List to which will be gazetted those officers who, by reason of their rank, status or appointment, are subject to a continuous liability to fly.

- (b) A non-Flying List to which will be gazetted those officers who, by reason of their rank, status or appointment are not subject to a continuous liability to fly.

(2) Transfer from the General List to the Non-Flying List and vice versa will be carried out in accordance with such regulations as are hereinafter laid down.

211F. A candidate for appointment to a commission in the Royal Canadian Air Force must be:—

- (a) Of pure European descent and a British Subject, the son of parents both of whom are, or if deceased were at the time of their deaths, British Subjects.
- (b) Certified by an authorized Medical Board as physically fit for service in accordance with Instructions for the Royal Canadian Army Medical Corps and the Canadian Army Dental Corps, 1937.

211G. (1) When an officer's first appointment has been notified in the Canada Gazette, he will be required to take the following Oath, and to sign the Service roll of the unit to which he has been appointed:—

I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.

(2) Such Oath will be taken before an officer on the active list, not below the substantive rank of flight lieutenant, who has taken the Oath of allegiance or before a justice of the peace.

Candidates for Training for Commissions

211H. A candidate undergoing training for a commission in the General List of the permanent active air force or a permanent or short service commission in the General Duties Branch of the Royal Air Force will be granted a temporary commission in the auxiliary active air force as a pilot officer (provisional) during the period required to test his ability and fitness for appointment to a permanent or short service commission.

Permanent Active Air Force

212. (1) Appointments to commissions in the permanent active air force are limited to:—

General List

- (a) Graduates of the Royal Military College or recognized universities who have proven suitable for permanent commissions during the period of test referred to in para. 211H and are recommended by their commanding officer.

- (b) Airmen pilots of the permanent active air force, specially suitable, who have been recommended by their commanding officer.
- (c) Officers holding short or medium service appointments with the auxiliary active air force, specially suitable, who have been recommended by their commanding officer.

Non-Flying List

- (d) Graduates of the Royal Military College or recognized universities, candidates who possess Provincial Chartered Accountants Association Intermediate Accountancy Examination Certificates and airmen referred to in para. 212D.

(2) With the following exceptions the above appointments will be made in the rank of pilot officer (provisional):—

- (a) Officers appointed under sub-para. (1) (c) above.
- (b) Airmen appointed under para. 212D.
- (3) To be eligible for appointment, candidates, other than those enumerated in Paras. 212 (1) (b) and (c) and 212D, must fulfill the provisions of Para. 211F and must, except where otherwise specially provided, be:—
 - (a) between the ages of 18 and 26 provided that on the date of his acceptance he shall not have attained his 26th birthday.
 - (b) unmarried.

212A. (1) An officer qualified as in para. 212 (1) (a) and selected for a General List commission in the permanent active air force shall be appointed thereto as from the date of his auxiliary active air force commission referred to in para. 211H. On satisfactory completion of twelve months' service, including successful passing of the prescribed course of flying training, the officer will be confirmed in rank as from the date of his provisional appointment. Seniority of pilot officers confirmed on the same date will be adjusted in accordance with the order of merit of passing the prescribed course of flying training.

(2) An airman pilot qualified as in para. 212 (1) (b) and granted a General List commission in the permanent active air force shall, upon the satisfactory completion of twelve months' service, be confirmed in rank as from the date of his provisional appointment.

(3) A candidate, other than an airman, qualified as in para. 212 (1) (d), and granted a Non-Flying List commission in the permanent active air force shall, upon the satisfactory completion of twelve months' service including successful passing of the prescribed course, be confirmed in rank as from the date of his provisional

appointment. Seniority of pilot officers confirmed on the same date will be adjusted in accordance with the order of merit of passing the prescribed course.

212B. When an officer is appointed to the permanent active air force the commission he holds will be deemed to have been cancelled, and he will cease to retain any air force rank or precedence previously held by him; such officer will only take such rank and precedence which are consequential upon his appointment to the permanent active air force, having regard to the date and rank thereof, or as may be specially granted, as promulgated in the *Canada Gazette*.

212C. (1) The grant of a commission to a warrant officer or non-commissioned officer (other than airmen pilots referred to in para. 212 (1) (b) and warrant officers or non-commissioned officers referred to in para. 212D) will not, except in the case of a candidate who has performed specially meritorious service, or distinguished service in the field, be considered unless the candidate:—

- (a) at the date of recommendation has not attained his 26th birthday.
- (b) is unmarried.
- (c) is fit for general service.
- (d) has not less than 2 years' service.
- (e) has a clear service conduct sheet.
- (f) holds non-commissioned rank not below that of corporal.
- (g) has passed the literary examination, as prescribed.

(2) Such candidate, if appointed, will be required to complete within two years of the date of his appointment to the rank of pilot officer the qualifications prescribed for all other officers on first appointment.

212D. (1) A warrant officer or non-commissioned officer of the substantive rank of sergeant or above of the permanent active air force not over 50 years of age, qualified as hereunder, may be appointed to the Non-Flying List of the permanent active air force with the rank of flying officer (provisional) for duty as:—

Duty.	Trade Qualifications.
Armament Officer	Armament Artificer
Administrative Officer	Clerk
Engineer Officer	Fitter Aero Engine or Carpenter Air Rigger
Equipment Officer	Storekeeper
Photography Officer	Photographer
Signals Officer	Wireless Operator
	Mechanic
Physical Training Officer	Disciplinarian (qualified as Physical Training Instructor)

(2) On satisfactory completion of twelve months' service, the officer will be confirmed in rank as from the date of provisional appointment.

212E. All appointments to the permanent active air force shall be on probation for 3 years. At the expiration of each year of this period of 3 years (or in the case of necessity at any time during any one year) a special report will be made by the two senior officers of the unit or staff to which the officer belongs. These officers will record their opinion as to whether the retention in the service of the officer reported upon is in every respect desirable, and likely to be advantageous to the permanent active air force. In the event of an officer being unfavourably reported upon twice, the Minister will decide whether the officer shall be retained.

212F. (1) An officer on first appointment to the permanent active air force will be required to join within one month from the date of his appointment. This period may be curtailed should the exigencies of the service require it.

(2) Such officer, on joining his unit will report himself personally through the adjutant to the commanding officer.

Auxiliary Active Air Force

213. To be eligible for appointment to a commission to a unit of the auxiliary active air force a candidate must fulfil the provisions of para. 211F, and in addition must:—

- (a) be between the ages of 18 and 26 provided that at the date of acceptance he shall not have attained his 26th birthday.
- (b) unless specially exempted, reside within the recruiting area of the unit to which such appointment is to be made.

213A. A candidate who has not the required air force qualifications will be appointed provisionally only, and will be allowed a certain period in which to qualify. If, at the expiration of such period, he has not qualified, his commanding officer will call upon him to submit reasons why his name should not be removed from the list of officers of the Royal Canadian Air Force.

213B. Supernumerary junior officers may, with the approval of the Minister, be appointed to the auxiliary active air force at the rate of four per squadron. This number shall not be exceeded except in the appointment of R.M.C. and University graduates or special cases. Officers commanding units will, in submitting recommendations, state the special reasons for making such appointments.

*Short and Medium Service Appointments
Auxiliary Active Air Force*

213C. (1) Short service appointments on the general list of the auxiliary active air force may be granted to persons duly qualified under the prescribed regulations.

(2) To be eligible for such appointments a candidate must fulfil the provisions of para. 211F, and in addition must be:—

- (a) unmarried, between the ages of 18 and 26, provided that at the date his application is submitted, he shall not have attained his 26th birthday; or
- (b) a qualified pilot of the auxiliary active air force or R.C.A.F. Reserve; or
- (c) a civilian pilot who is a qualified flying instructor; or
- (d) a civilian pilot in possession of a commercial pilot's licence.

213D. The normal tenure of short service appointments on the active list shall be for a period of four years (including time spent in civil schools) upon the conclusion of which, officers will be required to serve for a minimum period of six years in the R.C.A.F. Reserve.

213E. Officers during the active list portion of their short service appointment in the auxiliary active air force may be selected for a medium service appointment.

213F. Officers granted medium service appointments shall be required to serve for a further period of five years on the active list commencing from the completion of the active list portion of their short service appointment and upon the completion of such further service on the active list, officers holding medium service appointments will be transferred to the Reserve in which they will be required to serve for not less than four years.

213G. Auxiliary active air force officers holding short or medium service appointments shall be posted to the Special List. Such officers will be under a continuous liability to serve for full time air force duty.

213H. During the period of service on the active list, officers holding short or medium service appointments may be called upon to serve either ashore or afloat and to fly in any type of aircraft. Whilst so serving, such officers shall be subject to the provisions of K.R. & O. for the R.C.A.F. and the Air Force Act as modified therein, and, except as otherwise provided, to such other regulations and instructions as are from time to time applicable to the permanent active air force.

Honorary Appointments

See Paras. 216E and 216H.

Promotion

214.

214A. 1. First appointments to commissioned rank in the Royal Canadian Air Force will be as laid down in para. 212A, subject to such conditions as may be provided for in these regulations. Rank on first Appointment.

2. A Pilot Officer (Provisional) qualified as in para. 213 (1) (a) or (c) will, on confirmation of rank under para. 213A (1) or (3) be eligible for promotion to the rank of Flying Officer with an antedate, for seniority only, of one year. After one year's service and if qualified, other Pilot Officers will be eligible for promotion to the rank of Flying Officer.

3. Other officers shall be eligible for promotion to a higher rank according to Establishment and if qualified under the regulations.

214B. (1) In the permanent Active Air Force, promotion up to the rank of Squadron Leader will, as a general rule, be made by seniority with the exception of those officers referred to in sub-paras. (2) and (3) below. Promotion to the rank of Wing Commander will be made by selection from Squadron Leaders who have duly qualified for command.

(2) The promotion of officers granted commissions while serving as airmen pilots will be made, as a general rule, by seniority with other General List Officers up to the rank of Flight Lieutenant. Promotion to Squadron Leader's rank will be made by selection. Promotion beyond Squadron Leader's rank will only be considered for an officer in this category who has shown exceptional merit.

(3) Officers appointed to the Non-Flying List of the Permanent Active Air Force under para. 213D, may be promoted to the rank of Flight Lieutenant after five years' commissioned service and to the rank of Squadron Leader after twelve years' commissioned service. In the case of an exceptionally qualified officer accelerated promotion may be authorized. Such service will reckon from the date of their first commission in the Permanent Active Air Force providing it has been continuous service.

214C. After the first day of April, 1931, officers will be required to pass professional tests comprising examinations for each step of substantive promotion up to and including the rank of Squadron Leader.

214D. The examinations to be passed by officers for substantive promotion and the rules governing the

same will be as laid down and published from time to time by the Chief of the Air Staff, in "Orders and Instructions for the Royal Canadian Air Force." They will conform as closely as possible (allowing for local conditions) with the examinations for corresponding substantive promotion in the Royal Air Force.

214E. Brevet rank will not exempt an officer from passing the usual examinations laid down before promotion to each substantive grade.

214F. Officers who have passed the Royal Air Force Staff College qualifying examination will be excused the examination for promotion to the rank of Squadron Leader.

214G. Under very special circumstances the Minister may exempt from examination an officer promoted for distinguished service or an officer who has shown marked ability and gallantry in the field. Exemption from examination.

214H. An officer whose turn for promotion occurs whilst he is on active service, or whilst he is medically unfit by reason of wounds or disease contracted on active service may, provided that he has not neglected any previous opportunity of presenting himself for examination, be provisionally promoted, subject to his passing the prescribed examination on the first available opportunity. Provisional promotion.

214J. The promotion of qualified officers may be delayed for misbehaviour, inattention to duty, or unfitness in any special respect. Before an officer's promotion is delayed, a special report upon the case will be submitted to the Minister. Retarded Promotion.

Promotion in the Reserves

215.

215A. Officers in the reserve are not eligible for promotion to higher rank, but in the case of officers who have qualified, the following exceptions will be made:— Promotion in the Royal Canadian Air Force Reserves.

- (a) A Flying Officer after attending five annual trainings attached as an officer to a unit of the Air Force, will be promoted Brevet Flight Lieutenant in the Reserve of Officers.
- (b) A Flight Lieutenant after attending ten annual trainings attached as an officer to a unit of the Air Force will be promoted Brevet Squadron Leader in the Reserve of Officers.

Rank

Brevet Rank

215B. Distinguished service in the field or meritorious or distinguished service of an exceptional nature, other than in the field, either at Air Force For Distinguished Service.

duty or on the staff, may be recognized by the grant of brevet promotion to the next higher rank, provided the officer is qualified for promotion to the substantive rank corresponding to the rank to which it is proposed to promote him by brevet.

Honorary Rank

216E. The Honorary rank of Group Captain or Wing Commander may be granted to an officer of the Active Air Force on retirement under the following conditions:—

- (a) He must have exercised as Wing Commander or Squadron Leader, the command of a Wing or Squadron of the R.C.A.F., for at least three years or have held the substantive rank of Wing Commander or Squadron Leader in the Permanent Active Air Force for promotion to the Honorary rank of Group Captain or Wing Commander respectively.
- (b) He must have a total service as an officer of 25 or 20 years for promotion to the Honorary rank of Group Captain or Wing Commander respectively.
- (c) He must have rendered exceptional service to the Air Force in the several Air Force appointments held by him, or to have gained special distinction in the field or in time of emergency, or to have rendered special service to the Air Force outside of the appointment held in the Air Force.

These services will be judged on their merits in each case.

216F. The honorary rank of Group Captain or the honorary rank of Wing Commander may be granted to a person whether he has or has not previously served in the Royal Canadian Air Force, if, in the opinion of the Minister, the granting of such rank is, from an educational or administrative point of view, likely to promote the general efficiency of the Royal Canadian Air Force.

Honorary
Group Captain
and Wing
Commander.

216G. Honorary appointments to formations and units of the Auxiliary Active Air Force may be made as under, subject to the following conditions:

To each Wing.....An Honorary Group Captain.

To each Squadron....An Honorary Wing Commander

- (a) Appointments are purely honorary, confer no right to command and will involve no expense to the public.
- (b) Application must emanate from the Wing or squadron concerned and be submitted to National Defence Headquarters through the proper channel for approval by the Minister.

- (c) The consent of the individual recommended for an honorary appointment will subsequently be sought under authority of National Defence Headquarters.
- (d) An appointment as honorary Group Captain or honorary Wing Commander will be tenable for a term of five years, renewable on application to National Defence Headquarters in the manner described in sub-paragraph (b).
- (e) The age limit for the retirement of honorary group captains or Wing Commanders is not fixed.

216H. (1) Chaplains appointed to the Auxiliary Active Air Force may be granted honorary rank on appointment and be recommended for promotion in accordance with the following:—

- (a) On appointment—Honorary Flight Lieutenant;
- (b) After completing 10 years' commissioned service—Honorary Squadron Leader.

(2) Promotion to the rank of Honorary Wing Commander may be conferred upon an officer holding an appointment as described above for distinguished service in the field, or for meritorious or distinguished service other than in the field, or on retirement with not less than fifteen years' commissioned service and a total of twenty-five years' service.

Command, Precedence, etc.

Command

217. Command is to be exercised by the Senior Exercise of Combatant Officer on the Active List present in Command. accordance with paragraph 112B, provided:—

- (a) That an officer appointed to command a District shall, subject to the provisions of paragraph 30 of these regulations, exercise such supervision over the Royal Canadian Air Force localized within the territorial limits of such District as has been hereinbefore laid down.
- (b) That, where an officer has been appointed to the command of a special unit, detachment or force, or has been detailed to perform a special duty, the Minister may direct that he shall exercise such command independently of the O.C. District within whose area the unit, detachment, or force, may be.

218.

219. An officer appointed to command a unit of Exercise of the R.C.A.F. shall exercise command over any other Command. officers serving therein, irrespective of the date of appointment; all other officers doing duty with their

unit shall take rank according to their dates of appointment in that rank, except in cases (other than those of voluntary exchange) in which the Minister may give officers special precedence. All officers serving together with officers of other corps shall take rank according to the dates of their respective appointments in that rank in the Militia and Air Force.

220. The Commanding Officer of a Unit of the Auxiliary Active Air Force will, in his relation to officers and airmen of the Permanent Active Air Force attached for duty, exercise the same powers of command, punishment, etc., as if he were an officer of the Permanent Active Air Force.

220A. When two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a unit be determined by the date of their next lower rank.

221.

221A. Officers of the R.A.F. and officers of the Air Forces of the British Dominions beyond the seas, serving in the Royal Canadian Air Force, shall, while so serving, exercise command in the Royal Canadian Air Force by virtue of their Canadian commissions in that Force alone, but, in the granting of these commissions, an endeavour shall be made to confer as far as possible the same rank and command as the officers have enjoyed in their home forces.

222. When officers, warrant officers, non-commissioned officers and men become prisoners of war, the ordinary Air Force relations of superior and subordinate, and the Air Force duty of obedience remain unaltered. Any such prisoner who is guilty of insubordination, or other breach of discipline will be required to answer for his conduct when released.

Discipline
of Prisoners
of War.

Precedence

224. The relative precedence of permanent, local and temporary rank is as under:—

Permanent,
Local and
Temporary
Rank.

(1) Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade.

(2) Local rank granted by the King, carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank, and will have effect so long as the officer is holding the appointment for which it is given.

(3) An officer, on accepting an appointment in a Unit of the Permanent Active Air Force will be

required to relinquish, during such air force employment, any higher rank than that provided for by its establishment, except by brevet, or rank he is already holding in the unit.

224A. The relative seniority of officers of the General, and Non-Flying List of the same permanent rank will be determined by the respective dates of their appointment to that rank in the Royal Canadian Air Force. The senior officer of the General List at a station or in a unit will command, except that, as provided for in para. 225, an Equipment Officer will be appointed to command an Equipment Unit. In the absence of the Commanding Officer, the next senior officer will assume command, subject to conditions laid down in para. 112B. Where two officers of the same rank have been gazetted to such rank with the same date, their relative seniority will be determined under the above rules by the order in which their names appear in the Current Air Force List. Honorary rank carries with it no executive command. Officers will not be eligible to assume command whilst undergoing courses of instruction.

Exercise of
command
relative rank
and seniority.

"225. An officer, not being a qualified pilot of the General List will not exercise any command outside his own branch other than over such officers and airmen as may be attached thereto or detailed for duty or treatment under his orders, or specially placed under his command.

Nothing in this regulation will restrict the duty of an officer irrespective of the branch to which he may belong in exercising his authority in the maintenance of discipline by virtue of his commission and rank in circumstances independent of the special functions of the particular branch."

226-233.

234. Officers resigning their commissions will not retain any rank in the service, except by the King's special authority.

Officers
resigning.

235.

236. An officer of The Royal Canadian Air Force Reserve, on being called for service or training, will

Status of
Reserve
Officers
on Recall.

(a) If so called within five years from date of transfer to either of the above Reserve formations, resume the rank and precedence held by him immediately before such transfer.

(b) If so recalled after a lapse of five years from the date of such transfer, take rank and precedence from the date of recall from either Reserve formation.

237. Rank in the Royal Canadian Air Force Reserve of Officers, in a Reserve Unit of the Royal Canadian Air Force, or on the Retired List, confers no authority to command. Reserve Officers.

237A. Officers of the Auxiliary Active Air Force, while attached to the Permanent Active Air Force for duty, shall have the same relative status of command and authority as officers of the Permanent Active Air Force of their own rank. Attached Officers.

237B. Officers of the Auxiliary Active Air Force, attached for instruction to a unit of the Permanent Active Air Force, will rank among themselves according to their Auxiliary Air Force rank, but on all duties connected with the Permanent Unit during their course of instruction, they will be considered as junior to the permanent officers of the unit to which they are attached.

Tenure of Appointment and Command

237C. Tenure of appointment of Commanding Officers shall be for three years, with the possible extension of one year, and limited to four years; such tenure may, however, be further extended in special cases by the Minister. Commanding Officers.

An officer, who reaches the age limit, while holding an appointment, the term of which has not yet expired, may be allowed to complete his term before being retired if the Minister decides that such a course is in the interest of the service.

Honorary Aides-de-camp

238-239.

239A. With a view to conferring a distinction upon selected officers of the Royal Canadian Air Force, the appointment of honorary Aide-de-Camp to the Governor-General shall, as far as possible, resemble that of Aide-de-Camp to the King, but such appointments shall not carry with them any advancement in the rank to the officer appointed and shall be vacated on a holder becoming Air Commodore on the Active List. Honorary Aides-de-Camp.

239B. Honorary Aides-de-Camp will be appointed by the Governor-General for the period during which he holds office, after which their appointments will lapse. Tenure.

239C. The names of Honorary Aides-de-Camp will be printed in the Militia List under the heading of "Honorary Aides-de-Camp to the Governor-General," and the appointments will be entirely distinct from those of personal Aides-de-Camp or extra Aides-de-Camp to the Governor-General, whose names will be printed in a separate list.

Officer—Exchange, Transfer and Seconding Paras. 239D-249A

239D. At all ceremonies of State, Honorary Aides-de-Camp will receive their instructions from the Governor-General's Secretary. State Occasions.

Exchange, Transfer and Seconding

240-241.

242. An officer may be permitted to exchange or transfer from one unit to another, but not from the Permanent Active Air Force to the Auxiliary Active Air Force, or vice versa. To and from Permanent Active Air Force.

242A. Application for exchange or transfer from one unit to another will be submitted in the usual manner for the approval of the Chief of the Air Staff, but, before the officer commanding the unit to which the applicant belongs forwards it, he must procure through the proper channel the approval of the officer commanding the unit to which the exchange is to be made. Application.

243.

243A. An officer on exchange or transfer from the General List to the Non Flying List of the Royal Canadian Air Force shall retain his seniority in the Air Force List but an officer on exchange or transfer from the Non Flying List to the General List shall become junior of his rank in that list.

244. An officer under orders to join his unit on, or to embark with any unit for, service abroad will not be permitted to exchange save in most exceptional circumstances. Exchange when ordered abroad.

245-246.

247. An officer exchanging, or transferred from one unit to another either for his own convenience, or on promotion will be required to join his new unit within fourteen (14) days. Joining on exchange or transfer.

Seconded Officers

248.

248A. When an Air Force Officer on the Active List is employed upon any duty not connected with the Royal Canadian Air Force (unless of a purely temporary nature) he may be seconded. In that case, his name is shown in italics in the Royal Canadian Air Force Lists and another officer may be appointed to fill his place and perform his duties. An officer so seconded will retain his rank, precedence and claim to promotion. Definition.

249.

249A. No officer may be seconded, at any one time, for a longer period than four years, which period may, under special circumstances, be extended one Period.

year. Upon the expiration of any period of seconded service, an officer must revert for duty to the Royal Canadian Air Force.

250.

250A. The extra unit employment of officers of the Royal Canadian Air Force, as specialists, and the extension of the periods of such employment, will be specially decided in each case by the Minister.

251. Seconded officers must pass all examinations before promotion. Before an officer on the seconded list is promoted, the Minister will decide whether he is, on promotion, to continue on the seconded list.

251A. The Reserve formations of the Royal Canadian Air Force furnish an additional supply of officers available for special appointments in time of Peace, and to complete the Establishments of the Royal Canadian Air Force in time of War.

251B. The Reserve of Officers of the Royal Canadian Air Force is made up as follows:—

- (a) Graduates of the Royal Military College of Canada and Training Stations of the Royal Canadian Air Force, commissioned as officers of the Active Air Force, unattached.
- (b) Officers of the Active Air Force who are eligible to retire, retaining their rank under Para. 253A.
- (c) Officers, whose past service in the field or during an emergency, may be held to be a sufficient qualification.

251C. (1) Any officer will be considered as qualified for transfer to the Reserve of Officers, Royal Canadian Air Force, with such substantiative rank as he may hold at the time in the Active Air Force, exclusive of local or temporary rank or provided he has served with credit subject to the following conditions:

- (a) Have had a total commissioned service of five years (of which three must have been consecutive) and served not less than two years with the rank for which he is recommended on the Reserve.
- (2) Service in the R.A.F. or Air Force of the Overseas Dominions during the war 1914-18, will qualify any officer for transfer, from the Active List of the Royal Canadian Air Force to the Reserve of Officers, Royal Canadian Air Force, or for appointment to a commission in the Reserve.

251D. Officers carried on the Reserve of Officers, Royal Canadian Air Force, are subject to retirement under the regulations for age limit as laid down in para. 253A.

251E. Officers of the Royal Canadian Air Force Staff and Permanent Active Air Force, who retire with pension, may be transferred to the Reserve of Officers of the Royal Canadian Air Force with a step in rank in the Reserve, and continue therein up to the age limit of that rank (See Paras. 253A and 253B). Permanent Active Air Force Officers.

251F. Officers of the Royal Canadian Air Force Staff and Permanent Active Air Force, who retire with or without gratuity, may be transferred to the Reserve of Officers at their own request.

252.

252A. Officers Commanding Districts will keep a list of all officers of the Reserve of Officers resident within their Districts. This list will be specially revised on the 1st April of each year, and a return of the officers then resident within their Districts will be sent by Officers Commanding Districts to Defence Headquarters on the 1st May. Annual Report.

253.

253A. In calculating the age for retirement the highest rank held by the officer concerned, whether substantive or brevet, but not honorary, shall govern the retirement. Rank for calculation of age.

253B. (1) To retire retaining the rank of Flying Officer, an officer must have a total commissioned service of five years, of which three must have been consecutive. Retention of Rank on Retirement.

(2) To retire retaining the rank of Flight Lieutenant, Squadron Leader, Wing Commander or Group Captain, an officer must, in addition to the minimum service required under (1), have attended two annual trainings in the rank held at retirement. Failing this, an officer will be gazetted out with the rank next below that held at retirement.

(3) A Reserve Officer training annually with a unit may count one year towards retention of rank on retirement for each such training.

(4) A Warrant Officer of the Permanent Active Air Force holding honorary rank may, at the discretion of the Minister, be allowed to retain his honorary rank on retirement irrespective of his length of service in such honorary rank.

254. An officer who applies for permission to retire, or resign his commission, is not to quit his unit or appointment without leave until his name appears in the *Canada Gazette*. Officers subject to compulsory retirement should not be retained on duty after the day preceding the date of such retirement. Quitting on retirement.

Retirement and Resignation

255. (a) An officer shall be liable to be removed from the Royal Canadian Air Force at any time for misconduct. Removal of Officers.
- (b) An officer shall not be permitted to remain in the Royal Canadian Air Force unless, during the first three years of his service, his retention therein is shown to be in every respect desirable.
- (c) An officer who has not been guilty of misconduct may, at any time, be called upon to retire or to resign his commission should the circumstances of the case, in the opinion of the Minister, require it.
- (d) Any recommendation by a Commanding Officer for the removal of an Officer must be accompanied either (a) by the reply of such officer to a written communication by the commanding officer indicating the action proposed and requesting a statement of the officer's reasons why no recommendation for his removal should be made, or (b) evidence that such a communication as is described has been sent to such officer by registered mail, and a certificate by the commanding officer that he has no reason to believe that such registered communication has not reached the officer, and that no reply has been received within a reasonable time.

255A. When an officer applies to resign, retire, or transfer to the Reserve, he will state in his application whether there are any claims against him within his knowledge. The Commanding Officer will forward the application to the Chief of the Air Staff, through the D.O.C., and in so doing, will state whether: Claims against Officers retiring.

- (1) All local claims against the officer have been paid;
- (2) There are any outstanding claims, local or other;
- (3) There is any objection to the resignation, retirement or transfer to the Reserve.

As regards (2), a certificate will be obtained from the officer responsible for the issue of allowances, and will be transmitted to the Chief of the Air Staff, together with a statement of all advances of pay made to the officer in the preceding three (3) months. (Any advances subsequently made must be specially notified to the Chief of the Air Staff on date of payment.)

When retirement, resignation, or transfer to the Reserve has been approved, or in cases where officers

are compulsorily placed on the Reserve, or removed from the Service, the Commanding Officer will state, in addition to (1), (2) and (3) above, whether:—

(4) The officer has been given a clearance or Handing Over Certificate in respect of public property, stores or accounts in his charge, or has returned to Stores all public stores that were in his custody.

(5) He is aware of any claim, which has arisen or may arise, in connection with the loss of, or damage to, public property, including cash in charge of officer.

In the case of the resignation or retirement of Commanding Officers, the officer taking over the command of the unit will render a certificate to the District Officer Commanding that he is satisfied with the condition of all stores and accounts handed over. In all cases of outstanding claims, the Commanding Officer should take immediate steps to clear up the fact, and, in cases where local recovery is not made, he will report the particulars and amounts to the Chief of the Air Staff as early as possible for recovery.

255B. Commanding Officers will report the names of officers belonging to their unit who are considered medically unfit for service, in order that they may be examined by a Medical Board.

Officers
Medically
Unfit.

256-257.

Retirement

257A. (1) The normal maximum age of retirement in the rank of Air Vice-Marshal and above will be 60, but the Minister may, at his discretion, retain an officer on the active list beyond that age if deemed to be in the interests of the Service to do so.

(2) Except under special circumstances which include physical fitness tests for the Royal Canadian Air Force, Officers will be compulsorily retired at the following ages which will be calculated from the 1st September in each year:—

	Officers' General List	Officers' Non- Flying List
Air Vice-Marshal	60	..
Air Commodore	57	..
Group Captain	53	60
Wing Commander	50	57
Squadron Leader.. . . .	47	53
Flight Lieutenant	45	50
Flying Officer.. . . .	45	50
Pilot Officer	45	45

Provided, however, that in the case of a Flight Lieutenant, Flying Officer, or Pilot Officer who, between the ages of 40 years and 45 years, completes 20 years' service which could be reckoned in full for purposes of the Militia Pension Act, retirement may be effected upon the completion of such service.

258. Officers of the Non-Flying List of the Permanent Active Air Force appointed from warrant officer's or non-commissioned officer's rank for the undermentioned duties will, irrespective of rank, be retired upon attaining the age of 55 years:—

Armament Officer,
Engineer Officer,
Equipment Officer,
Photography Officer,
Signals Officer,
Physical Training Officer.

258A. In the case of the reduction of the establishment of a Unit officers becoming supernumerary will be absorbed into the first vacancies which occur, but in order not unduly to retard the promotion of Flying Officers, supernumerary Flight Lieutenants will be absorbed only into alternate vacancies, viz: the first, third and fifth vacancies. Reduction of establishment.

258B. When a unit is disbanded and removed from the List of Units of the Royal Canadian Air Force, the officers thereof, except those whose names are specially mentioned as being permitted to retire retaining rank, or to be placed on the Reserve of Officers, cease at the time to be officers of the Royal Canadian Air Force. On Disbandment of a Unit.

259.

259A. Nothing in any of the foregoing paragraphs shall be construed as forbidding the re-employment of Retired Officers should it be desirable in the public interest. Re-employment.

260.

260A. An officer who has retired retaining rank will be liable to be recalled for duty under the terms of such regulations as may, from time to time, be promulgated but he will not be called upon to serve in a rank inferior to that with which he retired. Recall to Active List.

261.

261A. Officers who have retired retaining rank will, if subsequently re-appointed to the Royal Canadian Air Force, take only such rank, precedence and command as are conferred upon them at the time of such re-appointment. Re-appointment.

CHAPTER VII

**Airmen—Enlistment, Service, Precedence, Promotion,
Transfer, and Discharge***1. Enlistment—General Instructions*

262.

262A. Commanding Officers must have complied with the regulations by taking oath of allegiance before they can administer such oath to any officer or airman. Qualification of C.O.

263.

263A. Men who have been discharged from the following forces (1) as unfit for further service, (2) for misconduct, or (3) with a bad character are ineligible for enlistment unless authority for such enlistment be obtained from Defence Headquarters. Non-Eligibles.

Royal Air Force.

Regular Army.

Royal Marines.

Royal Navy.

Royal Naval Reserves.

Territorial Force.

Canadian Permanent Force.

Canadian Naval Service.

Royal Canadian Mounted Police.

Royal Irish Constabulary.

Canadian Air Force.

264.

264A. Men belonging to the Imperial Army Reserve or Navy Reserves or absentees therefrom, are not to be enlisted without special authority from Defence Headquarters. Imperial Reserves.

265.

265A. When a man who has previously served in the Regular Army, Royal Marines, Army Reserve, Royal Navy, Royal North-West Mounted Police, Canadian Militia, Royal Air Force, or any other force, enlists or re-enlists in the Royal Canadian Air Force, he will be required to state the particulars of his former service and cause of discharge and to produce his certificate of discharge. Men late of Regular Army, Navy and Air Force.

266.

266A. Officers Commanding units are prohibited from enlisting men who at the time belong to another unit. Duplicate Enlistments.

267.

267A. When any man belonging to a Corps of the Canadian Militia is discovered to have enlisted improperly in the Royal Canadian Air Force, the case will (after any action required by these regulations

in such cases has been taken) be referred to Defence Headquarters for decision as to which branch of the Defence Forces the man is to be held to serve in, except where both are in the same command, when the District Officer Commanding will decide.

268.

268A. When any man belonging to any of His Majesty's Regular Territorial or Naval Forces is discovered to have enlisted in the Royal Canadian Air Force, the case will be referred to Defence Headquarters for disposal.

Improper
Enlistments.

269.

269A. An intending recruit must be a British subject. If not so by birth, he will be required to produce evidence that he has become a British subject by naturalization, which evidence or a certified copy thereof, is to be attached to the attestation paper. The fact of taking the Oath of Allegiance is not a sufficient compliance with the law providing for naturalization.

Evidence of
Natural-
ization.

270.

270A. Under the following conditions an airman of the Royal Canadian Air Force, with less than eighteen months of his current engagement to serve, is to be re-engaged for a further period of three years from the date of the expiration of his then current engagement:—

- (i) Before proceeding to the United Kingdom for instruction, or
- (ii) Before being transferred to a Royal Canadian Air Force Station, which is more than 1,500 miles distant from his present station, except in cases where such transfer is to a station nearer the place to which free transportation is admissible on discharge than the present station of such airman.

Para. 270A, line three, *delete* the word "eighteen" and *insert* the word "thirty."

Line four, *delete* the word "three" and *insert* the word "five."

NOTE.—The above amendments will come into effect on April 1st, 1939, and will apply only to enlistments or re-engagements carried out on or subsequent to that date. The provisions of the aforesaid paragraphs as they stood prior to the said amendments becoming effective, will apply to airmen attested or re-engaged prior to April 1st, 1939, in respect of their period of engagement under such attestation or re-engagement.

Permanent Active Air Force

CONDITION OF ENTRY AND PROLONGATION OF SERVICE

271. (1) Enlistments, re-enlistments and re-engagements in the Permanent Active Air Force will be for general service.

(2) Enlistments will not normally exceed the authorized Establishment of the Permanent Active Air Force.

(3) Airmen enlisted or re-engaged in the Permanent Active Air Force must be of good character, be between the ages of 18 and 45 years (warrant officers, flight sergeants and boys excepted) and conform to the standard laid down in the recruiting regulations for the Royal Canadian Air Force. They must be certified by a military or air force medical officer to be physically fit for service in accordance with Royal Canadian Air Force requirements.

(4) In exceptional circumstances airmen of the rank of sergeant or below, after attaining the age of forty-five (45) years, may be re-engaged on receipt of special authority from Headquarters, Royal Canadian Air Force.

(5) Warrant Officers after attaining the age of fifty-five (55) years and flight sergeants that of forty-eight (48) years, are not to be enlisted or re-engaged in the Permanent Active Air Force unless by special authority from Headquarters, Royal Canadian Air Force.

(6) Boys between the ages of 15 and 18 years may be enlisted in the Permanent Active Air Force for a period of five years service and on attaining the age of 18, they will be reclassified as aircraftmen second class or airmen apprentices. Their attestation will be subject to the following conditions:—

(a) That they are physically fit.

(b) That the consent of their parents or guardians will in each case be obtained (on the prescribed form) which shall be under seal with the signature thereto duly witnessed.

(7) Vaccination and re-vaccination, inoculation and re-inoculation, are compulsory for all members of the Permanent Active Air Force. The enlistment of a recruit who signifies his unwillingness to accept one or any of these immunization treatments is not to be completed.

(8) The wives and children of members of Permanent Active Air Force who refuse inoculation and vaccination are not to be permitted to occupy Government quarters if the appropriate air force authority considers that by so doing, they are endangering the health of the station or unit.

(9) When an airman is enlisted, re-enlisted or re-engaged for service in any unit of the Permanent Active Air Force, he will, after passing the medical examination, be attested by a Justice of the Peace or an officer on the active list who has taken the oath under para. 212C of these regulations. Attestation will be recorded on the requisite form in one copy only, on completion of which, it will be forwarded to the officer in charge

of R.C.A.F. Records. The date on which the man signs the declaration, takes the prescribed oath, and the date from which his service reckons will be the same.

(10) The oath to be taken by an airman on attestation shall be as under:—

I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.

272.

272A. An Airman re-engaging in the Permanent Active Air Force will serve on his original attestation to which will be attached the Re-engagement Form duly completed. Re-engage-ment.

272B. When an airman is considered medically unfit to re-engage, a Medical Board will be assembled to decide whether or not such is the case. Medically unfit to re-engage.

Reckoning Service—Permanent Active Air Force

273.

273A.

273B. An airman serving on his original engagement (i.e. the term of his original enlistment, including any extension thereof) forfeits the whole of his prior service, and is liable to serve for the term of his original engagement, including any such extension, reckoned from the date of conviction or of the order dispensing with his trial:— Forfeiture of service under Statute.

(i) On conviction by court-martial of desertion or fraudulent enlistment.

(ii) If liable to trial, upon his trial being dispensed with on confession of desertion or fraudulent enlistment.

Similarly an airman serving on a re-engagement shall, on conviction by court-martial of desertion or fraudulent enlistment or, being liable to trial, on his trial for either of these offences being dispensed with by competent Air Force authority, forfeits all prior service rendered by him during the period of such re-engagement (i.e. from the day following that on which he completed the term of his original enlistment, including any extension thereof) and is liable to serve for the term of his re-engagement, reckoned from the date of conviction or order dispensing with his trial.

Service so forfeited may, subject to the following limitations, be restored:— Restoration of Service.

(i) Upon promotion to the rank of Sergeant.

(ii) Upon completion of three years clear of service entry, to reckon from the termination of any period of detention or imprisonment.

Upon becoming eligible as above, an airman will be required to elect whether he will, or will not, reckon his former service. The choice will be entered in his records of service, and will not be altered subsequently.

The service to be restored will be:—

In cases of desertion,—

- (i) If the airman was serving on his original engagement at the date of desertion, the amount actually reckoned at date of desertion.
- (ii) If serving on a re-engagement at the date of desertion, the amounts actually reckoned towards completion of such re-engagement at the date of desertion.

In cases of fraudulent enlistment,—

The amounts of service between the date of last fraudulent enlistment and the date of disposal of offence, which were forfeited upon conviction or dispensation with trial.

This paragraph is sufficient authority for the restoration of forfeited service as provided for above, and will be quoted in records of service accordingly. Cases not covered by the above rules, in which the airman,—

- (a) Has performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service; or
- (b) Has been recommended by a court-martial for the restoration of his forfeited service,

may be submitted for the consideration of the Defence Council.

Auxiliary Active Air Force

Condition of Entry, Prolongation of Service and Transfers

274. (1) Enlistments, re-enlistments and re-engagements in the Auxiliary Active Air Force will be for general service.

(2) Enlistments will not normally exceed the authorized Establishment of the Auxiliary Active Air Force Unit concerned.

(3) The period of service laid down by these regulations is three years.

(4) The periods of Service of warrant officers and airmen of the Auxiliary Active Air Force is limited as follows:—

Warrant officers, flight sergeants, sergeants, corporals and bandsmen, 7 periods, 21 years.

Aircraftmen (except bandmen)—4 periods, 12 years.

(5) Airmen enlisted or re-engaged in the Auxiliary Active Air Force must be of good character, be between the ages of 18 and 45 years (warrant officers, flight sergeants, sergeants and bandsmen excepted) and conform to the standard laid down in the recruiting regulations for the Royal Canadian Air Force. They must be certified by a military or air force medical officer to be physically fit for service in accordance with Royal Canadian Air Force requirements.

(6) Warrant officers, flight sergeants, sergeants and bandsmen may be re-engaged up to 55 years of age.

(7) When an airman is enlisted, re-enlisted or re-engaged for service in any unit of the Auxiliary Active Air Force, he will, after passing the medical examination, be attested by a Justice of the Peace or an officer on the active list who has taken the oath under para. 212C of these regulations. Attestation will be recorded on the requisite form in duplicate, on completion of which, one copy will be forwarded to the officer in charge of R.C.A.F. Records. The date on which the man signs the declaration, takes the prescribed oath and the date from which his service reckons will be the same.

(8) The oath to be taken by an airman on attestation shall be as under:—

I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.

(9) An airman re-engaging in the Auxiliary Active Air Force will serve on his original attestation to which, and to the duplicate thereof, will be attached the Re-engagement Form duly completed.

“275. The following classes of men will not be eligible for enlistment or re-enlistment,

(a) Men discharged,

(i) as unfit,

(ii) for misconduct or inefficiency,

(iii) with a character of fair or below,

from the Royal Canadian Navy, or any Corps of the Permanent or Non-Permanent Active Militia, or Reserves of these Forces.

(b) Men who have been convicted of a serious offence by the Civil Power.

(c) Men who are not both of pure European descent and the sons of natural born or naturalized British subjects.

Careful enquiries should be made before a recruit, whose nationality is doubtful, is enlisted.

“276. Transfers of airmen between units of the Auxiliary Active Air Force may be arranged under authority from National Defence Headquarters. Applications for such transfers must be supported by a certificate from both commanding Officers concerned signifying their concurrence in the transfers. These transfers are to be made the subject of an appropriate entry in the Daily Routine Orders of each formation. The original Air Force number allotted to an airman will be retained for the duration of his service. No expense to the Public is to be involved.

277-281.

RANKS, APPOINTMENTS, PRECEDENCE, PROMOTIONS AND EMPLOYMENT

Rank and Appointment

282. For purposes of organization and discipline, airmen are promoted or appointed to ranks in accordance with their capabilities for command, their service experience and their technical and educational qualifications. These ranks are as follows:—

Warrant Officers, Class I

Sergeant Major, 1st Class.

Ranks of
Airmen.

Warrant Officers, Class II

Sergeant Major, 2nd Class.

Non-Commissioned Officers

Flight Sergeant,
Sergeant,
Corporal.

Aircraftmen

Leading Aircraftman,
Aircraftman, 1st Class,
Aircraftman, 2nd Class.

Miscellaneous

Aircraft Apprentice.
Boy.

Reclassification of aircraftmen will be carried out by officers commanding units. A.C. 2 and A.C. 1 may only be reclassified to A.C. 1 and L.A.C. respectively, to fill vacancies in the establishment of the Unit concerned.

Reclassi-
cation of
Aircraftmen.

282A. (1) The Minister and, on active service, the Officer Commanding in Chief in the field (whether he be an officer of the Navy, Army or Air Force) and any Flag General or Air Officer, whom the Minister or

Reduction
of Rank and
Class in
the Ranks.

such Officer Commanding in Chief may appoint, may reduce any warrant officer or non-commissioned officer to a lower class of warrant officer, or to any lower grade or to the ranks, either for misconduct or inefficiency.

(2) The Minister and, on active service, any such officer as aforesaid, may reduce any aircraftman to a lower class within his group for inefficiency.

(3) The Minister may, with or without reduction, remuster any warrant officer, non-commissioned officer or aircraftman to another group for inefficiency.

(4) Any order for reduction should state whether such reduction is for misconduct or inefficiency, and, when reduction is to the ranks, the class in the ranks to which the airman is reduced.

(5) A warrant officer or non-commissioned officer, who is sentenced by court-martial to be reduced to the ranks, shall be deemed to be reduced to the lowest class in the ranks.

(6) A warrant officer or non-commissioned officer deemed to be reduced to the ranks, where sentenced by court-martial to penal servitude, imprisonment, detention or field punishment, shall be deemed to be reduced to the lowest class in the ranks.

(7) Where an airman is reduced under (1), (2), (3), or (5) above, he shall not be reduced to a rank or class in the ranks actually or relatively lower than that in which he originally enlisted in the Royal Canadian Air Force, or, in the case of an airman transferred from the naval or military forces than such rank or class in the ranks as in the opinion of the Minister is not inferior to the rank or class in the ranks in which he was placed on joining or enlisting in the naval or military forces. In the case of (5) the officer in charge of records will take immediate steps to examine the reduction, and take action to cause any necessary correction as to rank, to be promulgated in accordance with the terms of this paragraph.

282B. (1) A Commanding Officer may order any non-commissioned officer or aircraftman holding any appointment or acting rank to revert to his permanent rank or to any intermediate rank.

(2) Such an order shall not be made on account of inefficiency or unsuitability in the case of a non-commissioned officer whose permanent rank is higher than that of Corporal, without the previous sanction in writing of the Chief of the Air Staff.

(3) Any non-commissioned officer reverted hereunder to his permanent rank will be absorbed into the first vacancy.

(4) Reduction from permanent rank is dealt with by sentence of court-martial or under para. 282A of these regulations.

283.

283A. When an N.C.O. who has been removed from his appointment is not in every respect fully qualified to perform the ordinary duties of his permanent rank, application may be made to Defence Headquarters for reduction to a lower rank.

284.

284A. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all non-commissioned officers. Warrant officers of the Permanent and Auxiliary Active Air Force shall be created as follows:—

Warrant Officers, Class I

- (a) Warrant officers, class I, to be appointed by warrant, signed by the Minister and hold their rank during pleasure.

Warrant Officers, Class II

- (b) Warrant rank class II shall be granted to non-commissioned officers not below the rank of sergeant, to hold one of the appointments in an authorized establishment, according to the list of rank and appointment shown under "Warrant Officers, Class II, in para. 282."

284B. Non-commissioned officers, upon being promoted or appointed to, the ranks and appointments shown under Warrant Officers, Class II, in paragraph 282 automatically become Warrant Officers, Class II. A notation will be made accordingly in each case in Part II Orders of the Unit.

Promotion
to Warrant.
Rank,
Class II.

284C. (1) Subject to airmen being qualified in all respects and vacancies existing in the authorized establishments, submissions for their promotion to the rank of Warrant Officer, Class I for a probationary period of one year will, if recommended by their Commanding Officer and the Chief of the Air Staff be submitted to the Minister for approval. A certified true copy of the attestation paper of the airman concerned will accompany each recommendation.

(2) Upon the termination of the probationary period, the Chief of the Air Staff will, subject to the receipt of a favourable report from the Commanding Officer concerned, recommend to the Minister that the promotion of such Warrant Officers be confirmed and that they be granted a warrant.

(3) Should an adverse report be received on the termination of the probationary period, the Chief of the Air Staff will recommend to the Minister either that the probationary period be extended or that the airman so reported upon be reverted to the rank he held immediately prior to promotion to Warrant Officer, Class I on probation.

284D. Promotion to Warrant Officer, Class II, will be authorized by the Chief of the Air Staff. Promotions will be subject to airmen being qualified in all respects and vacancies existing in the authorized establishments.

284E. A seniority roster of all Flight Sergeants, by trades, will be maintained by Headquarters, R.C.A.F. for the purpose of promotion to the rank of Warrant Officer, Class II.

284F. (1) Promotion to the rank of Warrant Officer, Class II will, for a period of six months, be provisional (paid).

(2) Upon the termination of the provisional period, the Chief of the Air Staff will, subject to the receipt of a favourable report from the Commanding Officer concerned, confirm such promotion.

(3) Should an adverse report be received on the termination of the provisional period, the Chief of the Air Staff will either extend the provisional period or take action under para. 286C.

285. The order of precedence of warrant officers, non-commissioned officers and aircraftmen is as laid down in para. 282.

286.

286A. All promotions to the rank of Corporal, Sergeant and Flight Sergeant will be made by the R.C.A.F. Records Officer, who will maintain a promotion roster for all trades. Promotion will be subject to airmen being qualified in all respects and vacancies existing in the authorized establishments.

286B. Promotion to the rank of Corporal, Sergeant and Flight Sergeant will, for a period of six months, be provisional (paid).

(2) Upon the termination of the provisional period, the R.C.A.F. Records Officer will, subject to receipt of a favourable report from the Commanding Officer concerned, confirm such promotion.

(3) Should the Commanding Officer concerned on the termination of such provisional period, report that the airman has failed to pass any prescribed examination, or has not efficiently and satisfactorily performed the duties of his higher rank during the said provisional period, the R.C.A.F. Records Officer will either extend the provisional period, or recommend to the Chief of the Air Staff that action be taken under Para. 286C.

286C. The Chief of the Air Staff shall have authority to revert to his former rank any airman, exclusive of a Warrant Officer Class I, who during the provisional period of his promotion fails to pass the examinations prescribed or to perform efficiently and satisfactorily the duties of the rank to which he has been provisionally promoted.

287-300.

301. (1) Subject to the recommendation of the Commanding Officer, and the approval of a competent authority, a warrant officer or non-commissioned officer may resign his rank, and revert to such lower rank as the approving authority may direct.

(2) The approving authority for Warrant Officer Class I is the Minister and for all other airmen, the Chief of the Air Staff.

(3) Where the application to revert to a lower rank is for the purpose of escaping trial by court-martial, the circumstances must be fully notified to the approving authority.

302.

302A. A non-commissioned officer will not be promoted to the rank of Sergeant (except Orderly Room Sergeant, pay-sergeant or sergeant cook) in a combatant unit of the Permanent or Auxiliary Active Air Force unless he is in possession of a certificate from a school of Air Force instruction, or has served actively for at least one year in any of His Majesty's Forces. Certificate before promotion.

303-304.

305. A warrant officer or N.C.O. reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of court-martial or, in the case of reduction by order from Defence Headquarters (para. 301, iii) from the date approved in such order. If a sentence or reduction passed by a court-martial is wholly remitted, the warrant officer or N.C.O. will, if no service is forfeited, retain his seniority. Reduction of W.O. or N.C.O.

306.

Airmen Pilots

307. (1) An airman, not below the class of leading aircraftman or above the rank of Sergeant in the trades authorized in Air Force Orders will be eligible for selection to undergo training to qualify as pilot, subject to his fulfilling the following conditions:—

(a) He must be below the age of 25 at the time of commencing training, except in the case of an airman who has completed at least one year's

service after qualifying as an air gunner, who must not be over 28 years of age at the commencement of training.

- (b) He must be unmarried.
- (c) He must be passed medically fit for flying duties.
- (d) If he is a leading aircraftman, he must be eligible for and recommended by his C.O., for promotion to the substantive rank of Corporal.
- (e) He must be recommended by his C.O., as possessing those qualities likely to make him an efficient pilot. A notation that an airman has been recommended by his C.O., for training as an airman pilot will be made on the Record of Service under the heading "Capabilities, other than Trade Classified."
- (f) Prior to commencement of training, he must re-engage for a further period of three years from the date of expiration of his then current engagement.

(2) C.O.'s of units will forward so as to reach N.D.H.Q., by the 1st January in each year, a list of airmen (not exceeding the number laid down from time to time by N.D.H.Q.) recommended for selection for training as pilots, the list to be arranged in order of recommendation. When forwarding recommendation, C.O.'s will ensure that all airman whose documents have been annotated in accordance with sub-para.

(1) (e) are considered if eligible and still thought to be suitable. The medical officer will make an examination of the airmen's fitness, the standard of medical fitness in force for officers of the general list employed on flying duties being applied, and will complete the form laid down in Air Force Orders. The C.O. will complete the requisite information in regard to the candidate on the prescribed form of recommendation which, together with the medical examination report will accompany the return to N.D.H.Q.

(3) The provisions of para. 392 (3) and (4) shall not apply to an airman pilot during the period of his current engagement or re-engagement referred to in sub-para. (1) (f).

(4) On completion of his training, an airman will be promoted to Corporal and Acting Sergeant (paid) (if not already holding that rank) notwithstanding that he may not have passed the Sergeants' Promotion Examination, and will be remustered as pilot.

(5) Airmen pilots of each graduating class will take precedence among themselves according to their seniority in substantive rank and will be placed at the bottom of the trade roster of airmen pilots.

(6) A qualified airman pilot will wear the flying badge and will be posted to fill a vacancy in the establishment of a suitable unit for employment on full flying duties. He will perform the normal duties of his rank, and, if required, of his basic trade when not flying. He may, at the discretion of his C.O., be detailed to assist officers employed on such duties as armaments, photographic and air pilotage and will be eligible to attend short technical courses in armament, air pilotage, signals and photography and when so qualified, may be used on such duties in addition to flying duties. An airman pilot will not, normally, be selected for a short course within two years of the completion of his normal period of employment as a pilot.

(7) An airman pilot whilst serving as such will be medically examined in the same circumstances and under the same procedure as laid down for an officer pilot in Air Force Orders.

(8) An airman pilot, although remustered as pilot on completing his flying training, will, if he is a Corporal or Sergeant, remain on the roster of his previous rank and basic trade. A leading aircraftman promoted to Corporal on graduation as a pilot will take seniority on his basic trade roster as Corporal from the date of such promotion. An airman pilot may be promoted from Corporal to Sergeant in his turn on the basic trade roster if he has passed the Sergeants' Promotion Examination and is recommended by his C.O., for the rank of Sergeant in that trade.

(9) An airman pilot may be promoted to Flight Sergeant only—

(a) On remustering to his basic trade to fill a vacancy in that trade for which he is eligible and recommended by his C.O.

(b) In exceptional circumstances when it is necessary to retain him as an active pilot and a vacancy exists in his basic trade for which he is eligible and recommended.

(10) An airman who qualified as a pilot prior to January 1, 1934, will be remustered to his basic trade on reaching the age of 40 unless he is recommended for promotion and remustered to that trade earlier and accepts this promotion. If he does not wish to accept promotion under this sub-para, he may continue as an airman pilot and will be passed over for promotion in his basic trade.

(11) An airman who qualifies as a pilot after January 1, 1934, will, in normal circumstances be remustered to his basic trade after six years' service as

a pilot, reckoned from the date of graduation, unless he is returned to his basic trade earlier under the provisions of sub-para. (9) (a). At the expiration of his flying service he will be remustered to his basic trade but will retain the substantive rank to which he may have been promoted on or subsequent to his qualifying as a pilot.

(12) In exceptional circumstances or in emergency, an airman who has qualified as a pilot may be retained on or recalled to flying duty for any period up to his 40th birthday. This service will not bar him from the normal promotion he might have acquired had he been employed in his basic trade. An airman recalled from his basic trade for employment as a pilot will retain his substantive rank.

(13) An airman pilot remustered to his basic trade under sub-paras. (9) (a) and (11) will keep in flying training until reaching the age of 40 years. The entry in orders promulgating the remustering will contain a statement that the airman is to be retained in flying practice and a note to this effect will be made on his record of service. An entry in orders and a note on the record of service will also be made when the airman ceases to be liable for flying duty in an emergency. C.O.'s will ensure that such airmen, in addition to carrying out their normal duties maintain themselves in regular flying practice and complete not less than the minimum number of flying hours laid down in Air Force Orders.

(14) An airman pilot assessed permanently unfit for flying duties either on medical grounds or by any reason of unfitness occasioned by circumstances not within his own control will be remustered to his basic trade effective the date of such assessment and will retain his substantive rank.

(15) An airman pilot assessed unfit for flying duty by reason of unfitness occasioned by circumstances within his own control or misconduct, will be remustered to his basic trade effective the date of such assessment either with, or without reduction in substantive rank as may be decided by the Minister.

(16) An airman pilot will be designated on all official documents as "PILOT (Carpenter, A.R.)" or "PILOT (Fitter, A.E.)" etc., according to his trade mustering. While retained in flying practice under sub-para. 13 after remustering to his basic trade an airman will be designated as "Carpenter, A.R. (Pilot)" or "Fitter, A.E. (Pilot)," etc.

(17) (a) An annual report on the flying ability of each airman pilot borne on the strength of a unit on the 15th December, will be prepared and

forwarded to N.D.H.Q., after it has been shown to and initialled by the airman reported on. Reports need not be rendered on airmen pilots undergoing initial flying training, the training report rendered at the conclusion of the course being accepted in lieu.

- (b) If an airman pilot is posted from one unit to another on or after March 1, the C.O., of the previous unit will forward a report to the C.O., of the new unit for attachment to and ultimate transmission with the annual report.
- (c) The C.O., of a unit to which an airman pilot is attached for temporary duty is to forward a report to the C.O., of his permanent unit in time to be embodied in the annual report.

Air Observers

308. Airmen not below the class of Leading Aircraftmen or above the rank of Sergeant may be selected to undergo training as an Air Observer, subject to such conditions as may be promulgated from time to time in appropriate R.C.A.F. Orders.

Discharge—General Instructions

377.

377A. Discharges from the Auxiliary Active Air Force will simply be a record of service (form prescribed) and will not include reference to character, except in cases where airmen have grossly misbehaved or have shown an utter lack of Air Force qualities such as subordination, when the discharge shall be endorsed in red ink "has not proved himself a good airman."

Discharges
A.A.A.F.

377B. In cases of the mobilization or embodiment of an Auxiliary Active Air Force Unit for a period of three months or over, discharge will conform to the regulations governing the Permanent Active Air Force.

After three
months em-
bodiment, etc.

378.

379. Upon the discharge of an airman at the termination of his engagement, if the Medical Officer in charge of his unit reports that he is suffering from a disability which would lessen his earning powers in civil life, a medical board will be assembled to determine the cause of his disability, its probable duration and the amount of the incapacity at the time. His discharge documents with the proceedings of the Medical Board will be submitted to Defence Headquarters to determine whether or not he has any claim upon the public.

380-390.

Discharge—Permanent Active Air Force

391. (1) An airman has not a right to claim discharge before completion of the period of his engagement, except under the provisions of para. 392 (3), (5) and (6).

(2) Discharge under the provisions of para. 392 (4) may be permitted as an indulgence only, when the exigencies of the service permit.

(3) The discharge of an airman is to be carried out by the time the airman becomes due for discharge. In exceptional cases, where it is not possible to carry out the discharge of the airman by the time it is due, the discharge must then be carried out with all convenient speed.

(4) In the case of an airman brought forward for discharge who, by reason of length of service, is eligible for a pension under the Militia Pension Act, the District Officer Commanding, Air or other Officer Commanding an Air Command or the Chief of the Air Staff, where applicable, shall, for the purpose of complying with the provisions of Section 16 of the Militia Pension Act, assemble a Board of three officers, the rank of one of whom shall not be lower than that of Squadron Leader. The Board shall certify as to the airman's length of service, his conduct and that evidence has been adduced before it which justifies the granting of a pension. The airman concerned shall be required to sign a statement indicating either that the record of service set out in the board proceedings shows all the service that he claims for purposes of pension, or that it does not do so and that he claims additional service which he will set out in his statement.

(5) In the case of an airman granted leave under para. 1311A, of these regulations, the Proceedings on Discharge are to be completed before the airman proceeds on such leave and the airman is not to be required to return to his station.

(6) The discharge of an airman will not be delayed on account of missing or incomplete documents; nor on account of any claim he may make against the public. If the airman's certificate of character, etc., has not been assessed, the airman will be given a memorandum informing him that his certificate will be forwarded to him. Every effort must be made to deal with any claims the airman may have before his discharge is carried out.

392. All discharges of Airmen will be carried out according to the procedure prescribed for discharge of the class under which the discharge takes place, as shown in this paragraph, but the discharge of a warrant officer, except as expressly provided for in this paragraph, will only be effected under instructions of the Minister.

Procedure for
discharge of
Airmen.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(1) Having been irregularly enlisted.....	C.A.S.....	O.C.....	When it is found that a recruit has been irregularly attested, a report of the case together with the recruit's attestation paper, is to be furnished to C.A.S.
(2) Not being likely to become an efficient airman for any one or more of the following reasons:— (a) If rejected by Medical Officer and O.C. Unit. (b) if passed by Medical Officer but rejected by O.C. Unit stationed away from place where medical examination took place. (c) Recruits within three months of enlistment who are considered unfit for service.	O.C..... C.A.S..... C.A.S.....	O.C..... O.C..... O.C.....	In discharge under (a) and (b) the form of proceeding on Discharge will be dispensed with and discharge will be carried out on the man's attestation paper. Under (c) a medical officer is to report (at the end of each month) to the C.O., who will apply for a medical board. If the man is found unfit, the O.C. will discharge the man without delay, and an extract from the report of the Medical Board will be attached to the discharge documents. A recruit admitted to hospital prior to completing three months' service and found to be of defective intelligence, but not actually insane, will also be discharged under (c). A recruit considered by his C.O. undesirable on account of conduct and thus not likely to make an efficient airman, may be discharged under (c), subject to the approval of the C.A.S.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
<p>(d) Recruits who, having undergone a course of physical training are recommended by a board of officers to be discharged.</p> <p>(e) Recruits unfitted for the duties of an instructional unit.</p> <p>(f) Boy, who on reaching 18 years of age, is considered physically unfit for the ranks.</p>	O.C.....	O.C.....	Under (d) extract of the proceedings and finding of the board should be attached to the discharge documents.
(3) Having claimed his discharge on payment of \$80 within three months of his attestation.	O.C.....	<p>The special instructions under (a) and (b) are also applicable to men to be discharged under (e). Under (f) the C.O. will report to the C.A.S. who will arrange for the boy's examination by the Medical Board.</p> <p>Discharge under this sub-paragraph cannot be claimed if applicant's unit is on, or warned for, active service.</p> <p>The \$80 must be paid to the C.O. within three months of the date of attestation. Directly the money is received the discharge must be carried out. Conditions of para. 393A must also be complied with."</p>
<p>"(4) At his own request after three month's service on the payment of:—</p> <p>(a) Three year engagement—\$4.00 per month of unexpired service.</p> <p>(b) Five year engagement—\$2.50 per month of unexpired service.</p>	O.C.....	O.C.....	"Conditions of para. 393A must be complied with if discharge is carried out before the expiration of first year of service.
(5) Having claimed his discharge for purposes of pension.	C.A.S.....	O.C.....	

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(6) Having made a misstatement as to age on enlistment and being—	Discharge under this heading applies to airmen who stated their age as 18 years or upwards, and for whose discharge application is made by the parents or guardian. Where the discharge is carried out under this section the airman, his parent or guardian must deposit with the Commanding Officer \$15 for depreciation of value in clothing and necessities, if the application is made within three months of enlistment. If the application for discharge is made after three months' service, the airman will be discharged under para. 392, section 4.
(a) Under 17 years of age at date of application for discharge, or	O.C.....	O.C.....	Para. 393A will be complied with in so far as airmen discharged under Sections 6, 6a and 6b are concerned. (a) If the man is under 17 years of age, the C.O. will, if satisfied that the birth certificate produced refers to the airman in question, proceed with the discharge without further reference.
(b) Between 17 and 18 years of age at date of application for discharge.	C.A.S.....	O.C.....	(b) If between 17 and 18 years of age, the application will be submitted for the decision of the C.A.S., together with the following documents: (i) Parents application. (ii) Certificate of birth, certified by C.O. as referring to airman in question. (iii) Airman's duplicate attestation. (iv) Airman's statement as to whether or not he wishes discharge. (v) Report obtained by C.O. from reliable sources as to number and circumstances of airman's family, if such is made a point in application for discharge.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(7) Having been convicted by the Civil Power of..... or of an offence committed before enlistment.*	C.A.S.....	O.C.....	Every conviction for an offence of a felonious nature will be referred to the C.A.S. The special instructions under (8) are also applicable to men to be discharged on conviction by Civil Power. If it is considered advisable to discharge an airman who has been bound over to come up for conviction or judgment in a civil court, his case will be dealt with under class (8).
* Only applicable to convictions during the airman's service.			
(8) For misconduct.....	C.A.S.....	O.C.....	Application accompanied by conduct sheet (or copy) and copies of civil convictions to be made to the C.A.S., who will authorize the discharge if he thinks it desirable to do so. It should be stated if the man is thought to have misconducted himself with a view to discharge. In case of conviction by a court-martial or by civil power, in consequence of which the discharge of the man is desirable, the application should be made as soon as the man is sent to prison. The discharge certificate confirmed for the date of despatch will be sent to the Governor of the prison in which the man is confined.
(9) The termination of his period of engagement.	O.C.....	The discharge should be confirmed for the day on which the airman completes his engagement or as soon after as possible.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(10) having been found medically unfit for further service.	O.C.....	O.C.....	An airman found medically unfit to re-engage will be dealt with under this heading. See para. 378.
(11) Having been sentenced to be discharged with ignominy.	O.C.....	The discharge to be carried out at once and the certificate to be sent to the Governor of the prison, if convicted in civil gaol.
(12) Having become unfit for his special duties.	C.A.S.....	C.O.....	
(13) His services being no longer required.	C.A.S.....	O.C.....	Only applicable to: (a) Airmen who cannot be discharged under any other heading. (b) Boy.
"(14) Having reached the age limit for discharge.	O.C.....	O.C.....	An airman who is also medically unfit will be discharged under sub-para. 10.
(15) Having completed.....years' service.	C.A.S.....	O.C.....	Applicable to airman who is discharged to pension before completion of re-engagement.
"16. To take up Civil Employment.....	C.A.S.....	O.C.....	Applicable to (a) an airman serving within three months of the termination of his current engagement and for whom the employment cannot be held open. (b) An airman who has been offered a Federal Government Civil Appointment. In both cases applications must be supported by documentary proof."

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
"(17) On compassionate grounds....."	C.A.S.....	O.C.....	Application for discharge under this sub-para. is limited to extreme compassionate grounds and may be submitted only when real distress is urged as the result of the airman's retention in the Service. Every application must contain a statement of facts relied on to prove eligibility, the correctness of which, must be verified by a signature of a responsible person, e.g., Mayor of Municipality, Magistrate, Justice of the Peace, Clergyman, Officer not below substantive rank of Wing Commander or any corresponding rank in Navy or Militia on the Active or Retired List."
"18. On appointment to a Commission...."	C.A.S.....	O.C.....	

Application for discharge in cases other than those specified in the preceding table will be submitted to Defence Headquarters.

Disposal of Airmen on Discharge from the Permanent Active Air Force

393. Instructions as to transport to his home for an airman on discharge will be found in Para. 97 Pay and Allowance Regulations. Conveyance Home.

393A. Discharge by purchase during the first year of service will be conditional upon the refund by the applicant of any amount received by him for transport under the Pay and Allowance Regulations. Discharge by purchase.

393B. A separate return is to be sent by the Commanding Officer to Defence Headquarters at the end of each month, showing the unit, number, rank and name of each airman so discharged during the month, the date of his discharge, the unexpired portion of his engagement, and the amount paid therefor. Monthly Report.

394-397.

397A. To prevent the re-enlistment of a man discharged from the Permanent Active Air Force for misconduct, the confirming officer will (as soon as the man is discharged) transmit to all Commanding Officers of the Permanent Active Militia and Permanent Active Air Force the name and a description of the man so discharged. Re-enlistment of discharged men.

397B. Instructions as to disposal of documents will be found on the "Proceedings on Discharge." Documents.

398.

399. When the man is considered by the Medical Officer in charge, and the Senior Medical Officer, to be unfit for service, the Senior Medical Officer will arrange for him to be examined by a medical board. If the man is pronounced unfit for further service, the Minister will authorize the discharge.

399A. A parchment certificate of discharge will be given to each W.O. and airman on completion of his engagement. The certificate will be signed by the officer carrying out the discharge and delivered, free from erasure, if possible, on the last day of his service. When this falls on Sunday, Christmas Day or Good Friday, the discharge should be confirmed for that day, but he may receive his certificate and be allowed to go away on the previous day.

When the discharge of an airman as medically unfit is attributable to wounds or injuries (however received) a brief statement of the nature of the wound or injury, and of the circumstances under which sustained, should be added to the cause of discharge, except in cases where it would be clearly to the disadvantage of the airman that such an addition should be made. Medical Board.

399B. A discharged airman, who, on account of illness or disability, is unable to proceed to his home, will be subsisted in hospital under the Pay and Allowance Regulations. In such a case it will not be necessary to cancel a man's discharge, but he must not be retained in hospital after he is fit to travel, unless further remedial treatment is advised by the District Medical Officer, in which case a monthly report should be made for the information of Defence Headquarters, stating the reason necessitating retention.

Sick or disabled at time of discharge.

400-403.

403A. A lunatic airman will be disposed of in accordance with the instructions laid down in regulations for the Royal Canadian Medical Services—paras. 247, 248 and 249.

Disposal of Lunatic Airmen.

404-409.

410. A helpless discharged airman will be accompanied to his destination by a conducting party.

Helpless Discharged Airmen.

411-414.

Recording Conduct and Character of an Airman of the Permanent Active Air Force

415. (1) When assessing character, the C.O. will always bear in mind that its value to the individual and to the service depends on the care and deliberation with which this important duty is performed; that the future career of the man may much depend on the character awarded, and the certificate of service often is the man's passport through life.

Care in awarding assessment.

The effect of the assessment of character on awards of the Good Conduct Badge, and of the Good Conduct and Long Service Medal, must be carefully borne in mind.

The guiding principle in examining an airman's conduct sheet with a view of assessing his character, is to differentiate between a man's character as an airman and his character as a man.

The main object of giving an airman a certificate of character is to assist him in obtaining employment in civil life, and the certificate should be so worded that employers of labour can readily estimate the true worth of the man. In addition to recording his character, the certificate should contain any information which would show what qualifications a man possesses as regards civilian employment, e.g., "thoroughly sober and reliable"; a good clerk, painstaking and industrious"; also, if desired by the airman, "wife (here state christian name in full) is a fair, good, very good (washerwoman, needlewoman, etc.)"; or any other special qualifications which a man may possess.

(2) In assessing the character of an airman, the C.O. should take into consideration the officer employed on administrative duties, and the officer under whose immediate command the man served, as well as any other officer who may have special knowledge of the man's character. He is fully to consider any intermediate assessments that have been in "Miscellaneous" Record Sheet, and all the entries against him in the Conduct Sheet for the period covered by the assessment; also his general character so that this duty, so important both to the man and to the service, may be performed justly and with proper deliberation.

Assessing
characters
of men.

(3) In estimating the character of an airman, a C.O. will take into consideration any entries in a man's medical history sheet for admission into hospital on account of alcoholism. In cases where the character recorded is "indifferent," "bad," or "very bad," the reason for recording such a character will be briefly stated in the "Proceedings on Discharge," the man's conduct as an airman being separated as much as possible from his character as a man, for example:—(i) "conduct indifferent," has been guilty of frequent acts of absence, but is smart, willing, and hardworking"; (ii) "conduct indifferent, has been addicted to drink, but is a smart airman and respectful to his officers"; (iii) "conduct bad, has been guilty of desertion, but has proved a gallant airman in the field." In cases where the character is recorded as fair, or upwards, the C.O. will supplement it (when in the airman's interests) by the words:—

Record of
character.

(a) No offences in the whole service of years, and (where applicable).

No instance of drunkenness in whole service of years.

Any such particulars that can be truthfully recorded in favour of the airmen should also be inserted in his certificate of character, but the reason for assessing the character as indifferent, bad, &c., is not to be inserted in the certificate.

(4) To ensure uniformity in estimating and recording a man's character while serving, or on discharge, the following terms will be strictly adhered to:—

Terms to be
used when
recording
character.

- (i) Exemplary.
- (ii) Very good.
- (iii) Good.
- (iv) Fair.
- (v) Indifferent.
- (vi) Bad.
- (vii) Very bad.

(5) The following general rules are to be observed in the assessment of character, but it is to be clearly understood that the C.O. is in each case to exercise his own discretion with the following prescribed limits:—

(a) *Exemplary.* An exemplary character is the highest that can be given to any airman, and is only to be awarded to a man whose period of service has enabled his conduct to be thoroughly tested. It will, therefore, be reserved for an airman who has served at least three years with the colours.

An airman will be ineligible for an exemplary character, if—

(1) During his service he has been sentenced by a civil court to penal servitude or imprisonment, and has undergone such sentence.

(2) He has been sentenced by a court-martial to penal servitude or imprisonment.

(3) He has been sentenced by a court-martial to detention on conviction of an offence under any Section of the Air Force Act, other than enumerated in para. 487, or has had his trial for desertion or fraudulent enlistment dispensed with.

(4) He has been convicted of an offence of drunkenness during the last six years of his service. If serving 7 years or more with the colours, or in the case of a man serving 6, 5, 4 or 3 years with the colours, he has been found guilty of an offence of drunkenness subsequent to his first 10th, 7th, 4th or 3rd months' service respectively.

(5) He has, under Section 183 (2) of the Air Force Act, been reduced to a lower grade or to the ranks for an offence, but not for inefficiency, provided as follows:—

(i) As regards sub-paras. 3 and 5 above, every occasion of destroying conduct sheets, as is mentioned in sub-para. 4 (ii) of para. 1921, and every promotion to the rank of sergeant or higher, shall have the effect of annulling, for the purposes of this paragraph, 28 days of any previous sentence, or sentence of detention, or any one dispensation of trial, or any one reduction under Section 183 (2) of the Air Force Act.

(2) For the purpose of annulment of the period of detention under this proviso, the period to be annulled will be that which has been longest recorded against the airman.

(3) For the purpose of this paragraph, the expressions "sentenced to" and "sentence" will refer to the actual sentence that remains after any mitigation, remission, or commutation has been made. So soon as

a sentence of detention, or a dispensation of trial, or a reduction under Section 183 (2) of the Air Force Act, has been wholly annulled under the above proviso, the same shall cease to be a disqualification for an exemplary character.

The Commanding Officer is the sole judge as to whether an airman should be awarded an exemplary character and, even when the airman is not eligible under (1), (2), (3) and (4) and (5) above, the grant of an exemplary character is discretionary and not obligatory, and will be reserved for airmen whose conduct has set a high example.

If an airman, whose conduct is otherwise exemplary, has not had sufficient service to make him eligible for the award of an exemplary character, after the words "very good" in the assessment of his Air Force qualifications and conduct, the following words will be inserted: "Qualified by his conduct to have received an exemplary character, but ineligible because he has not completed three (3) years' service."

(b) *Fair*. In cases where a more favourable character than "Fair" cannot be given to an N.C.O., the reasons will be briefly recorded in the "Proceedings on Discharge," but not in the parchment certificate of discharge.

(c) *Bad*. "Bad" character is not to be given to an N.C.O.

Award of Trade Proficiency

416. (1) The same care and precautions are to be observed in assessing trade proficiency as in assessing character.

(2) The assessment of trade proficiency is to be made:—

- (a) On entry into the service.
- (b) Whenever an airman is posted to a new unit, by the C.O. of the unit from which he is posted.
- (c) On the 31st December of each year.
- (d) On being declared a deserter.
- (e) On transfer to the Reserve.
- (f) On discharge.

When to be
Assessed.

(a), (c), (d), (e) and (f) being entered on the certificate of service, and (b) on the miscellaneous record sheet.

(3) Trade proficiency is to be recorded as follows:—

Exceptional to be written Ex.
Superior to be written Supr.
Satisfactory to be written Sat.
Moderate to be written Mod.
Inferior to be written Inf.

Terms for
trade pro-
ficiency.

The award of "Ex." is to be used only for airmen who stand out unmistakably among their fellows, both in natural capacity and efficiency in the performance of their duties. It should be awarded sparingly, as the indiscriminate award of "Ex." lowers its value considerably. The number of "Ex." should not exceed four per cent where the strength of the unit exceeds 500, or 5 per cent where the strength is between 50 and 400. Where the strength, at the time of assessment, is less than 50, no limit of the award of "Ex." is fixed.

The award of "Supr." and "Sat." will normally apply to the majority of airmen, but "Supr." should not be given to any airman who is not recommended for promotion, though this does not preclude any airman who has not passed for promotion getting this award.

416A. The success of the arrangements for providing civil employment for a discharged airman must, in a great measure, depend upon the manner in which the character of the man is estimated. If men recommended as of "Good" character are found to be untrustworthy or unsteady, the confidence of employers of labour will not be gained.

Responsibility of C.O. when recording character of an airman.

On the other hand, if, on account of comparatively trifling irregularities of a purely air force nature, a man is refused a "Good" character, his subsequent career in civil life may be unjustly affected.

The responsibility therefore, of a Commanding Officer in this respect is very great, and his special attention is directed to the same.

417.

417A. When a recruit is discharged before he has completed one month's service, and receives good character, the words "during hisdays' service" should be added after the word "Good" in the proceedings on discharge and in the parchment certificate of discharge.

Wording of character of Recruit.

418.

418A. Only one Certificate on Discharge may be issued to an airman on discharge.

Certificate of Service.

Should this certificate be destroyed or lost, a certificate of Service may, if circumstances so warrant, be supplied by the Officer i/c Records concerned on application by the ex-airman, supported by a Statutory Declaration setting forth the circumstances accompanying the loss.

The Certificate of Service, if lost, will not be replaced.

419-430.

CHAPTER VIII

Discipline, Courts-Martial, Improvements, Courts of Inquiry, Boards and Committees*1.—Discipline—General Instructions*

431. An officer Commanding a District will be Administration responsible for the discipline of all the troops in his of discipline, command.

Every unit or detachment of the Permanent Active Air Force is, for the purposes of discipline, to be under oath of the Officer Commanding the station in which it may be quartered.

431A. A willing, prompt and implicit obedience of Discipline. all ranks to superior authority charged with responsibility is the substance of true air force discipline.

Courtesy is indispensable to discipline. Commanding Officers should not only bear this in mind, but they should inculcate the principle on those under their command. Whenever it becomes necessary, in order to check carelessness or neglect of duty, admonition or reproof (unless the occasion demands public example) should be conveyed privately where practicable.

432. Officers will acquaint themselves with regula- Acquaintance tions and orders. Ignorance of published orders will with Orders. not be admitted as an excuse for their non-observance. Airmen will be held personally responsible that they make themselves acquainted with such orders and detail of duties as are posted in quarters as directed by para. 940.

432A. The officers, warrant officers and airmen of Permanent the Permanent Active Air Force, as well as the officers, Active Air warrant officers and airmen attached thereto shall, for Force and purposes of discipline, be held to be called out for those attached for service and shall be subject to these laws and regula- for instruction. tions which apply to officers, warrant officers and airmen so called out.

433. An air or other Officer commanding is respon- Official sible that all persons employed under him are made Secrets. acquainted with the provisions of the "Criminal Code" Chapter 36, Revised Statutes of Canada, 1927, Sections 85, 86 and 592, and a record that this has been done should be kept in every office.

434. A Commanding Officer is to use every effort Prevention to prevent crime and to suppress any tendency to of Crime. screen its existence. For first offences, not of an aggravated character, admonition is the most suitable treatment. Punishment should only be resorted to when admonition has failed to have effect.

435. An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour essential to air force efficiency. Treatment of Airmen.

436. Warrant officers and N.C.O.'s will be guided by the foregoing principles in dealing with each other and with aircraftmen. They will avoid intemperate language of an offensive manner. Observance of the Rule by N.C.Os.

437. An Officer is not to reprove an N.C.O. in the presence or hearing of aircraftmen, unless it is necessary for the benefit of example that the reproof be public. Reproof of N.C.O.

438.

439. The manner in which an officer or airman should proceed to obtain redress for any grievance under which he conceives himself to be suffering, is prescribed in these regulations. Such complaint must be forwarded through the complainant's Commanding Officer, who will transmit the same with his remarks, through the District Officer Commanding, for consideration at Defence Headquarters if necessary. An officer or airman may also make any complaint to an inspecting General Officer, as laid down in these regulations. These methods of complaint only will be recognized, and an officer or airman is forbidden to use any other method of obtaining redress for a grievance real or supposed. When claims are advanced by an airman, they are to be fully and distinctly stated, and such explanations are to be annexed as may be necessary, with a view to their being duly investigated and adjusted as soon as practicable. Anonymous complaints are strictly prohibited. Redress of Grievance.

If an officer should receive from his superior an order which he deems to be at variance with his obedience to any article in these regulations and orders, or with any particular order that may have been issued by the Defence Council, or other his superior officer—he is to represent verbally—or in writing if it does not require immediate obedience—such contrariety, to the officer from whom he receives it; and if after such representation that officer shall still direct him to obey the order, he is to do so.

439A. An N.C.O. of higher rank than Corporal, is not to be tried by any court-martial inferior to a D.C.M., except when a D.C.M. cannot, having due regard for the public service, be assembled. Of these circumstances the sole judge will be the officer having power to convene a D.C.M. to try the case. Courts-Martial for N.C.O.

439B. Everything in the nature of combination to obtain redress of grievances is strictly forbidden among individuals composing an Air Force. Each individual Combination forbidden.

must speak for himself alone. Appeals for redress by "round robins" or by means of any document bearing the signature of more than one complainant, are strictly forbidden.

440. An officer is responsible at all times for the maintenance of good order and the rules and discipline of the service; he is to afford the utmost aid and support to the commanding officer. It is his duty to notice, repress and instantly report any negligence or impropriety of conduct of warrant officers and airmen, whether on or off duty, and whether the offenders do or do not belong to his particular unit.

Responsibility
of Officers
in general.

441. A Commanding Officer should impress upon all under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities.

Courtesy to
all ranks of
Society.

441A. Officers Commanding will ascertain before the day of inspection, whether any men wish to see the inspecting officer concerning any matter. Any complaints will be investigated, and settled if possible, by the Commanding Officer. If not so settled, a return containing the names of the men, the subjects of their complaints and a blank column for remarks will be laid before the inspecting officer.

Report of
Grievances at
Inspections.

441B. Officers should maintain at all times that courtesy towards each other which is calculated to perpetuate friendly and social relations between them and create an "Esprit de corps." An officer not in uniform should comport himself as regards the affairs of his unit, and in his intercourse with officers, in the same manner as if in uniform.

Courtesy
among
Officers.

442A. Anonymous complaints, and the publication through the medium of the press of anything calculated to act injuriously on the interest of the service, or to excite discontent in the Air Force are strictly prohibited.

Complaining
through the
Newspapers.

443. Deliberations or discussions by officers or airmen with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Majesty's Service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing an appointment is forbidden. A Commanding Officer is to refuse to allow subscriptions for testimonials in any shape to a superior on quitting the service, or on being removed from his corps. Every officer will be held responsible should he allow himself to be complimented by officers or airmen, who are serving, or who have served, under his command, by means of presents of plate, swords, etc., or by any collective expression of their opinion.

Praise or
censure of
superiors
forbidden.

443A. Officers, warrant officers and airmen are forbidden to accept presents in money from public bodies or private individuals in recognition of services rendered in the performance of their duty. Presents and Testimonials.

444. An officer is forbidden to forward testimonials relating to his service or character with any application he may make to Defence Headquarters. In the event of an officer wishing that the opinions of officers under whom he has served should be brought to notice he will submit their names, so that if necessary they may be referred to. Recommendations.

445. An officer or airman is forbidden to write private letters to officials at Defence Headquarters, on official personal matters, such as promotion, appointment, posting, transfers, etc. Communication and Interviews with Defence Headquarters Officials.

Any attempts to obtain a favourable consideration of any application by the use of outside influence are forbidden, and if resorted to, will be regarded as an admission on the part of the applicant that the case is not good on its merits, and it will be dealt with accordingly. Outside influence.

When an interview is asked for, or a letter written on behalf of an officer or airman by any person other than himself, such application will be deemed to have been made at his suggestion, unless he can show to the satisfaction of the authorities that he has no knowledge, directly or indirectly, of such application.

446. Every officer, whose character or conduct as an officer and gentleman has been impugned, must submit the case within a reasonable time to his Commanding Officer or other competent air force authority, for investigation. Officers' Character impugned.

Pending the investigation, an officer may be suspended from officer duty, in which case he will be placed under the same restrictions as an officer in open arrest, but will be shown as effective on the first day of each month, while so situated, and may be permitted to wear plain clothes. Officer suspended from Duty.

447. If complaint is made that an officer neglects to pay his just debts, or if an officer by bankruptcy, liquidation, composition or other legal proceedings becomes unable to meet his engagements, the facts will at once be reported to Defence Headquarters; whereupon a Court of Enquiry will be assembled to ascertain the details. Should it be found that the officer has neglected to pay his debts or has become insolvent, he shall at the end of three months from the date of the report of the Court of Enquiry, be removed from the service, unless in the meantime he has paid his debts or purged his insolvency. Bankruptcy, etc.

448. Officers or airmen, or others in air force employment must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. They are to be scrupulously careful in their relations and are to have no private dealings with air force contractors, their agents, or employees. Dealings with Contractors.

449. An officer of the Air Force Staff or Permanent Active Air Force is not permitted, without special sanction from Defence Headquarters, to belong to the directorate of any public, industrial or other company, or to assist or advise any such company or firm in questions relating to their plant, processes, or products. Staff officers and officers and airmen of the Permanent Active Air Force are forbidden to act either directly or indirectly as agents for any company, firm or individual, engaged in trade. Directorate and commission agencies.

449A. No one of the Active Air Force is permitted without the express sanction of the Minister to take official cognizance of any private association, the organization of which purports to be of an Air Force character or to be intended to meet Air Force requirements, but which is not recognized by the Minister as forming part of the Air Force or of the educational or training establishment supplementary thereto. Unrecognized bodies.

450. An officer on the active list or an airman on full pay is forbidden to engage in trade or to accept any continuous civil employment of profit. Civil Employment.

This prohibition does not apply to officers on leave pending retirement, resignation, transfer to the reserve or posting to leave without pay, or to airmen on leave pending discharge.

451. An officer or airman is forbidden to institute or take part in, any meetings, demonstrations, or processions for party or political purposes in barracks, quarters or camps. All ranks may, however, attend such meetings held at places other than those specified, provided that they shall be subject to Air Force Law under these regulations, should they in any way misconduct themselves or create an unlawful disturbance at such meetings, without prejudice to the ordinary jurisdiction of the civil authorities in such cases. Political meetings.

452. Individual airmen are not allowed to give displays of boxing, flying or gymnastics at local fetes or exhibitions or on the stage, unless with the previous sanction of the Commanding Officer. Displays of Gymnastics, etc.

Air Force parties are not to give public displays at such places unless the sanction of Defence Headquarters

has previously been obtained, and unless they are under the command of an officer who must be present throughout the performance.

452A. No officer or airman in any service aircraft entering Canada shall carry or allow to be carried in the aircraft:—

- (a) Any goods the importation of which is prohibited.
- (b) Any dutiable goods other than small quantities required as stores for the personal consumption of the crew on the particular voyage.

453. An officer or airman is forbidden to publish or communicate, either directly or indirectly, to the press, any Air Force information, or his views on any Air Force Subject, without special authority. Any information of a professional nature which he may acquire while travelling or employed on duty is to be regarded as the property of the Department of National Defence, and is not to be published in any form without previously obtaining the permission of Defence Headquarters. Official reports or correspondence or copies thereof, are not to be furnished, without the special sanction of superior Air Force authority, to any person not officially entitled to receive them. An officer or airman will be held responsible for all statements contained in communications to his friends which may subsequently be published in the press. He is not to prejudice questions which are under the consideration of superior authority by the publication, anonymously or otherwise, of his opinions, and he is not to take part, in public, in a discussion relating to orders, regulations or instructions, issued by his superiors. Publishing
Air Force
information.

Application to Defence Headquarters, made in accordance with this paragraph, for permission to publish any article, &c., must be accompanied by copies in duplicate of the article, &c., in the form in which it is proposed to publish it. One of the copies so submitted will be retained at Defence Headquarters for reference. Permission to publish will apply only to the article, &c., as submitted, and no alterations therein, or additions thereto, other than those of a mere editorial nature are to be made subsequently without the authority from Defence Headquarters.

Articles, etc., submitted to Defence Headquarters under this regulation should be either typewritten or in proof form.

454. Any communication affecting the Air Force generally, or any arm or branch of the Service, which it may be considered desirable to make to the press, will be made to Defence Headquarters. In Military

Districts communications to the press may only be made when they solely affect the command concerned, and in this case they will be made through District Headquarters, all applications of press representatives will be referred to an authorized staff officer.

455.

456. The definition *of "Commanding Officer" in The Rules of Procedure applies to that expression in Commanding Sections 45, 46, of the Air Force Act in such of Officer. these regulations which relate to the execution of sentences, and in Sections 182 and 183. In the portions of the Air Force Act not above mentioned the expression "Commanding Officer" is not limited to the "Commanding Officer" as defined by the Rules of Procedure.

*Extract from R.P. 128: The expression "Commanding Officer" is used in the Sections of the Air Force Act relating to "Courts-Martial," to the "Execution of Sentence," and to the "Power of Commanding Officer," and in the provisions consequential thereon, and in these rules, means, in relation to any person, the officer whose duty it is, under the provisions of His Majesty's Regulations, or, in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority.

"It also, so far as relates to the summary award of any punishments of offences, being punishments which under the provisions of His Majesty's Regulations an officer commanding a Squadron, is authorized to award, and so far as relates to a summary finding in a case of absence without leave, includes the officer commanding a squadron, company, troop, or battery."

457. The Commanding Officer of a detachment is The C.O. of a vested with the full power of awarding summary Detachment. punishment accorded to a C.O. of a unit, as laid down in para. 493, but the Commanding Officer of a unit, if the detachment is serving in the same command, or the Commanding Officer the garrison or stations where the detachment may be, or other superior authority may, having regard to the rank and experience of the Commanding Officer the detachment, if below the rank of Squadron Leader, restrict him from the exercise of any or all of the powers of a C.O. Nevertheless, an Officer Commanding a detachment may, if necessity arises act to the full extent of the powers of a Commanding Officer, for the maintenance of discipline, notwithstanding any restrictive

order, but in such case he will immediately report his action for the information of the superior authority by whom such restrictive order was made.

458.

459. All gambling in garrisons, camps or canton-ments is forbidden. This includes book-making, or acting as agents for a book-maker.

459A. Smoking in the transport vehicles of His Majesty's Air Force is prohibited when on duty.

460. The introduction of wines and spirits into barrack rooms is forbidden, but a man may be allowed to receive one pint of beer with his dinner.

Wines and
Spirits
forbidden in
barrack
rooms.

461. Sections 4 to 44 (inclusive) of the Air Force Act are to be read once in every three months at the head of every unit of the Permanent Active Air Force, and also the following notice:—

Air Force
Act Portions
read out.

“Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in His Majesty's Forces by sea, land or air from his or their duty and allegiance to His Majesty or to incite or stir up any person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice, whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person.”

Treason and
Mutiny.

462. In every unit there is to be an order directing that an airman who is suffering from venereal disease is to report himself sick without delay. This order will be read to the unit on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section II of the Air Force Act, and not under Section 18 (3) or 40.

Concealment
of Venereal
disease.

462A. No officer of the Air Force is at liberty to attend in uniform the manoeuvres or public parades of a foreign army without the permission of the Minister.

Foreign
Manoeuvres.

462B. It is the duty of officers and airmen of the Royal Canadian Air Force to make themselves familiar with “Air Regulations, 1920” and to report to their Commanding Officers any cases of non-observance of the regulations, which may come to their notice.

Air Regu-
lations, 1920.

Arrest and Air Force Custody

463. Attention is directed to Section 45 (4) of the Air Force Act. If the account in writing therein mentioned, the charge report is not delivered at the

Duties of
Commander of
Guard as to
delivery of
the charge
report.

time, a verbal report to the same effect is to be made. If the charge report is not received within twenty-four hours the commander of the guard will either take steps for procuring it, or report that he has not received it to the officer to whom his guard report is furnished, who, if the charge report, or other evidence sufficient to justify the continued arrest, is not forthcoming will, at the expiration of forty-eight hours from the time of committal, order the release of the person in custody. In order to comply with these regulations the name and offence of every person received into custody, and the rank and name of the person by whom he is charged, are to be entered by the Commander of the guard in his guard report, and the original charge report, or a copy thereof, is to be forwarded to the Commanding Officer of the person in custody.

464. Attention is also directed to Section 45 (I) of the Air Force Act and Rule of Procedure No. 1. The report therein prescribed is to be made whether the person in custody is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the officer to whom application for trial will be submitted is to satisfy himself as to the necessity for the continuance of such person in military custody.

Retention in
Confinement
to be reported

465. Air Force custody in the case of an officer, warrant officer or N.C.O. (not under sentence) usually means arrest, but an officer, warrant officer or N.C.O. may, if circumstances require it, be placed for custody under the charge of a guard, piquet, patrol, or sentry, or of a provost-marshal.

Air Force
Custody of
Officer
or N.C.O.

466. Arrest is either close arrest or open arrest. When arrest is not described as open arrest it means close arrest. An officer under close arrest is not to leave his quarters or tent except to take such exercise under supervision as the Medical Officer considers necessary. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the Officer Commanding on the spot. An officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

Arrest of
Officer.

467. An officer under open arrest is not to use his own or any other mess premises. He is not to appear in any place of amusement or entertainment, or at public assemblies, and he is never to appear outside

Restriction.

his quarters or tent dressed otherwise than in uniform. An officer, when under arrest will not wear sash, sword, belt or spurs.

468. It is not desirable, except when it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered the arrest, without the sanction of the highest authority to whom the case may have been referred. Release.

469. An officer may be placed under arrest by a competent authority, without previous investigation, when circumstances so require; but a Commanding Officer on receiving a complaint or learning of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. He will invariably place under arrest an officer against whom he prefers charges. When to be Ordered.

When an officer is placed under arrest, whether afterwards released or not, the Commanding Officer will report the case without delay to the General or other senior officer responsible for discipline under whose command the unit may be.

470. An officer has no right to demand a court-martial upon himself or, after he has been released by proper authority, persist in considering himself under restraint of arrest, or refuse to return to his duty. Officer under arrest cannot demand a Court-Martial.

471. Paragraphs 466 and 467 will also apply to a warrant officer or N.C.O. who will, if charged with a serious offence, be placed under arrest forthwith but, if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed, arrest may be delayed, without prejudice to any subsequent proceedings. Arrest of Warrant or N.C.O.

A N.C.O. under open arrest is forbidden to enter a liquor bar or corporal's room.

472.

473. Air Force custody in case of an airman (not under sentence) means placing him under either open or close arrest. An aircraftman under open arrest will not quit barracks until his case has been disposed of. He will attend parades but (except under the circumstances mentioned in para. 482) will not be detailed for duty. An airman on being placed in close arrest will be put in confinement under charge of a guard, piquet, patrol, sentry or provost-marshal, and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for Air Force Custody of Aircraftmen.

the temporary confinement of airmen in close arrest is the guard detention room, attached to a guard-room and similar smaller rooms for the confinement of those who are to be kept apart.

474. The keys of the guard detention rooms are to be in charge of the Commander of the guard.

475. An aircraftman charged with a serious offence will be placed in arrest on the commission or discovery of the offence. He is not to be placed in close arrest for offences unaccompanied by drunkenness, violence or insubordination, unless confinement is necessary to ensure safe custody or for the maintenance of discipline.

476. An airman in close arrest (not under sentence) may be committed, by an order signed by his Commanding Officer on Form (See Rules of Procedure) for temporary confinement for any period not exceeding seven days to any detention barracks, barrack detention room, police station or lock-up. Temporary Confinement in Lock-up, Police Station, etc.

477. An aircraftman who disobeys an order distinctly given or resists the authority of a W.O. or N.C.O. is to be placed in close arrest without altercation, the fact immediately reported to his Commander or to the Adjutant. When a N.C.O. has to place an aircraftman in close arrest he will obtain the assistance of one or more aircraftmen to conduct the offender to the guard-room, and will himself avoid coming in contact with him. Aircraftmen confined by N.C.O.

478. An aircraftman who is drunk is to be placed in close arrest alone, if possible, in a guard detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He is to be visited and his condition ascertained at least every two hours by a N.C.O. of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. An airman suspected of being drunk is not to be put through any drill or tested for the purpose of ascertaining his condition. An airman charged with drunkenness is not to be brought before an officer for investigation of the charge until he is perfectly sober. For this purpose, twenty-four (24) hours should usually be allowed to elapse before the investigation. For Drunkenness.

479. When an airman makes a confession of desertion or of having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be placed in arrest pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be placed in arrest and the investigation and trial may proceed for that offence independently of the confession. Confession of Desertion or Offence against Enlistment.

480. An airman in close arrest for trial by Court-martial will be allowed his bedding up to the time of the promulgation of his sentence. An airman in close arrest pending inquiry will be allowed to use the bedding, if his arrest exceeds two days. In severe weather an airman in close arrest may be allowed such bedding as is necessary. An airman in close arrest is to take sufficient exercise, under supervision, for the preservation of his health.

Bedding and
Exercise of
Airman
in Arrest.

481. An airman is to be deprived of his cap and of any articles he can use as missiles, during the investigation of offences and during his trial before any court.

Airman
in Arrest to
be deprived
of his Cap.

482. An offender while in arrest is not to be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest is not to bear arms, except by order of his C.O. in an emergency, or on the line of march, or in a detention barrack by order of the Commandant for the purpose of instruction, exercise or practice.

Offender not
to bear Arms
or do Duty.

482A. Except as provided in par. 533, when circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer.

Identification
of offender.

3. Investigation of Charges

483. The investigation of charges will be carried into effect in the manner prescribed in the Rules of Procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

Rules for
Investigation.

484. Every charge against an airman will be investigated without delay in his presence. The case of an airman in arrest is to be disposed of daily (Sundays, Good Friday and Christmas Day excepted) and, when practicable in the morning.

Entry and
Investigation
of Charges.

Every charge, whether against a N.C.O. or airman, will be investigated in the first instance by the squadron &c., Commander at his squadron orderly room, which is to be held at such an hour as will allow of an airman reserved for disposal by the Commanding Officer being ready to go before him at the appointed time.

A Commanding Officer is authorized to grant a large measure of discretionary power to squadron

&c., Commanders to dispose of any offence with which he himself may deal under para. 487, provided that the limits laid down in paras. 499 and 501 for squadron commanders are not exceeded.

485. Charges are to be entered as follows:—

- (i) For offences of N.C.O's and men confined in the guard-room or of N.C.O's and men reserved for disposal by the Commanding Officer, in the guard report, by the Commander of the guard or, where there is no guard, by the N.C.O. responsible for the custody of the airmen in close arrest.
- (ii) For offences of N.C.O's and men not confined in the guard-room, in Form B. 281, under the orders of the squadron &c., Commanders.

If a charge against a N.C.O. or man, for which he has not been in close arrest, is reserved by the squadron &c., Commander for the Commanding Officer's award, the former officer will send the charge for entry in the guard report, before the hour fixed for the disposal of airmen in arrest by the Commanding Officer. If, on the other hand, a charge for which a N.C.O. or man has been in close arrest is disposed of by the squadron Commander that officer will report the fact to the orderly room and the entry "disposed of" will be made in the punishment column of the guard report.

A squadron &c., Commander, who has reserved a case for the award of the Commanding Officer will always attend with the airman's conduct sheet, when the airman is brought before the Commanding Officer.

If an airman is remanded for further enquiry, his case will be brought under review daily and the order for remand will be entered daily in the guard report by the investigating officer.

486. Form B. 281 for recording the awards of Squadron &c., Commanders will be retained in the Orderly Room, and will be obtained therefrom by the Commander concerned whenever necessary for the disposal of offences. After completing the last three columns in case disposed of, the Squadron &c., Commander will return the form to the Orderly Room in order that particulars may be available for inclusion in Part II Orders for the Day, if necessary.

Entry of
Award.

On the last day of the week he will obtain and sign the form, whether blank or otherwise, and it will then be attached to the guard report for that day.

487. A Commanding Officer may, without reference to superior authority, dispose summarily of an airman charged with an offence under the following sections of the Air Force Act: 6, except on active service, 8 (2) (threatening or insubordinate language only) except on active service, 9 (2) except on active service, 10

(except subsection I), 11, 14, 15, 18 (1), (3), 19, 20 (except when the act is wilful) 21, 22, 24, 27 (4), 33 (except cases of enlisting from the Air Force reserve) 34 and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority or not associated with graver offences should, as a rule, be dealt with summarily. A charge for any other offence which the Commanding Officer desires to dispose of summarily will be referred to superior authority in a letter stating the circumstances of the case, accompanied by the airman's conduct sheets. The Commanding Officer may refer a charge for any offence to superior authority with an application for a D.C.M.

487A. When proposing to deal with a case summarily a Commanding Officer will satisfy himself that the evidence produced before him is sufficient to disclose the exact nature of the offence. If he is not so satisfied he should remand the case for further enquiries, so that the offence as entered in the guard report may be substantially the charge upon which the accused would be arraigned in the event of his electing to be tried by a D.C.M. under the provisions of Section 46 (8) of the Air Force Act.

When once an accused has elected to be tried upon the charge as read out to him upon the guard report, it should under no circumstances be added to or increased in gravity.

488. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed under the provisions of the Air Force Act, Section 46. Dismissal of charge.

489. Before proceeding with a case it is the duty of the Commanding Officer to ascertain that the airman is liable to be proceeded against, having regard to the limitations of time prescribed by the Air Force Act. For the purposes of exemption from trial under the Air Force Act, Section 161, an airman is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his service conduct sheet for a continuous period of three years. Liability of airman in respect of lapse of time.

490. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest and ordered to do duty without prejudice to his re-arrest when further Liability when evidence may be forthcoming in the future.

evidence is forthcoming and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

490A. When an airman elects to be tried by a D.C.M. under the provisions of Sections 46 (8) of the Air Force Act, his Commanding Officer may, if he thinks the circumstances of the case warrant it, release the accused from arrest pending trial.

491. If when an airman is charged with one offence, another, the investigation of which cannot immediately be completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in para. 490.

Disclosure of a further charge during investigation.

492. When an airman already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial the trial should take place at once.

Offence by airman under sentence.

Summary and Minor Punishments

493. A Commanding Officer may award to an offender punishment as follows:—

Power of C.O.

(1) Summary punishments applicable only to air-craftsmen, who do not hold temporary or acting warrant or non-commissioned rank, and to boys, and subject to the right of the aircraftman or boy to elect to be tried by a district court-martial.

Punishments affecting pay.

(i) Detention for any period not exceeding 28 days; provided that where a Commanding Officer is dealing with a first offence of absence without leave and the absence did not exceed 7 days, he shall not award more than 168 hours detention.

Where a Commanding Officer is of, or below, the rank of flight lieutenant he shall not award detention for a period exceeding 168 hours, except for offences of absence without leave, for which he may award detention not exceeding the number of days of absence.

(ii) A fine (in cases of drunkenness only) not exceeding \$16 according to scale (see Para. 512.)

Fines will be awarded in accordance with Para. 512.

(iii) On active service only:—

(a) field punishment for any period not exceeding 28 days.

(b) forfeiture of all ordinary pay for a period commencing on the day of sentence and not exceeding 28 days.

- (iv) Such a deduction from ordinary pay as is allowed by Section 138 of the Air Force Act (Subsections 4 and 6) to be awarded by a Commanding Officer.

(1A) Summary punishment applicable to non-commissioned officers, aircraftmen and boys, and subject to the right of the non-commissioned officer, aircraftman or boy to elect to be tried by a district court-martial.

(2) Minor punishments in respect of which an offender has no right to elect to be tried by a district court-martial, unless the finding involves a forfeiture of pay. Minor punishments.

- (v) (Applicable to aircraftmen or boys only.)

Confinement to camp or barracks, for any period not exceeding 14 days.

In the case of aircraftmen, defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent, with a view to relieving well-conducted airmen therefrom. They will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the Commanding Officer may order them to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of 10 days from the date of the award of confinement to camp.

In the case of boys, defaulters will attend all instructional parades, classes, and lectures. They will parade daily for two extra drills, and will be employed on fatigue duties to the fullest possible extent. They will not use the institute, and will take their meals apart from other boys. They will conform to the "Rules for Defaulters" in force at the station, and if any part of the station is appropriated specially to their use they will not leave it without special permission.

- (vi) (Applicable to boys only).

Extra duties for any period not exceeding 14 days, during which they will perform such extra drills and fatigues, attend such lectures, and answer to their names at such hours as may be specified in the award.

- (vii) (Applicable to aircraftmen only).

Extra guards or piquets, not exceeding three in number, provided that these shall only be awarded in respect of minor offences or irregularities when on, or parading for, these duties.

- (viii) (Applicable to non-commissioned officers, only, whether substantive, temporary or acting).

Reprimand or severe reprimand.

- (ix) (Applicable to non-commissioned officers, air-craftmen and boys).

Admonition.

494. Summary and minor punishments will be carried into effect as follows:—

- (1) (i) A summary or minor punishment will take effect forthwith unless its operation is postponed by reason of any of the subsequent provisions of this paragraph. Execution of summary and minor punishments.
- (ii) A defaulter shall not be required to perform any part of a punishment which he has been unable to perform by reason of his being in hospital or under some concurrent sentence, or being employed on duty.
- (2) Detention awarded by a Commanding Officer. Detention.
 - (i) will, if not exceeding seven days, be awarded in hours, if exceeding seven days, in days.
 - (ii) will, if awarded in days, begin on the day of the award.
 - (iii) will, if awarded in hours, begin at the hour when the airman sentenced is received at the detention barracks or branch detention barrack or other appointed place to which he is committed, or, if he has not been sooner received into a detention barrack or branch detention barrack or other appointed place, on the day after the day of the award, at the hour fixed for the commitment and release of airmen under sentence.
- (3) Field punishment will be carried out in accordance with the Rules for Field Punishment made under Section 44 (5) of the Air Force Act.
- (4) Extra guards or piquets awarded as a punishment will be carried out with intervals of not less than 72 hours between such extra hours of duty.
- (5) Where the nature of the offence or offences requires it, summary and minor punishments may be awarded concurrently, i.e., conjoined in one award, subject to the following provisions:— Conjoint punishments (awarded simultaneously.)
 - (i) A minor punishment may not be awarded conjointly with detention exceeding seven days.
 - (ii) A minor punishment awarded conjointly with detention not exceeding seven days will take effect at the expiry of the detention.
 - (iii) Detention, a fine for drunkenness, a deduction from ordinary pay, confinement to camp or barracks, extra guards or piquets or extra duties,

or any two or more of these according to the circumstances of the case, may be awarded conjointly.

On active service a penal forfeiture of pay may be conjoined with any of the foregoing punishments.

No punishment other than a penal forfeiture of pay awarded on active service may be awarded conjointly with field punishment. (Where these two punishments are awarded conjointly the forfeiture will be effective so far only as the field punishment, which in itself entails a forfeiture of pay under the regulations for pay for the Royal Canadian Air Force).

- (iv) In the case of non-commissioned officers a deduction from ordinary pay may be awarded conjointly with reprimand or severe reprimand.
- (v) An airman undergoing detention or confinement to camp may be dealt with summarily, for offences other than the one for which he is under sentence, as if he were not in confinement; provided that in no circumstances may an airman by reason of any award or succession of awards be retained for more than 28 consecutive days in detention, or for more than 42 consecutive days in confinement, whether by detention and confinement to camp or by the latter only.

Punishments
awarded to
airmen
undergoing
sentence.

Subject in all cases to the foregoing proviso:—

- (i) Detention awarded to an airman undergoing a sentence of detention will take effect forthwith as provided in sub-paragraph (ii), above, the airman being recommitted under the original award and also committed under the subsequent award to such place as may be appointed.
- (ii) Detention awarded to an airman already undergoing confinement to camp will take effect forthwith as provided in sub-paragraph 2 above, and will during its currency supersede (but not suspend) the prior award of confinement to camp, the airman being committed under the award of detention to such place as may be appointed.

If a minor punishment is awarded conjointly with such detention it will take effect on the expiry of the detention or of the confinement to camp previously awarded, whichever is the later.

- (iii) A minor punishment awarded to an airman already undergoing a minor punishment will take effect on the expiry of the previous award.

495. In the case of absence without leave the C.O. will not make an award of forfeiture of pay, but will inform the airman of the number of days' pay he forfeits under the Pay and Allowance Regulations. Absence without leave.

This forfeiture applies also to a Warrant Officer or N.C.O. of any rank, and in all cases involving such forfeiture an airman has the right, under section 46 (8) of the Air Force Act, to elect to be tried by D.C.M.

496. Unless there are reasons against the adoption of such a course, the airman shall, on any day previous to that on which his trial by court-martial is ordered to be held, be given an opportunity of reconsidering his decision to be tried by court-martial.

496A. Recoveries from airmen on account of damage through negligence or carelessness, to mechanically propelled vehicles, will usually be limited to the equivalent of a fortnight's pay. Any such recovery will form part of the disciplinary action taken in such cases.

497. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine when the circumstances are such as to increase its gravity. Detention should never be awarded for an instance of drunkenness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against an airman is \$30 and upwards, in which case a C.O. should substitute detention or some other punishment which it is in his power to award. Punishment for simple drunkenness.

498. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. It will not be carried out on Sundays. In very cold weather the double time may be used for short periods. Punishment Drill.

It will be carried out in marching order and will never exceed four hours altogether in one day. It is to be carried on in the barrack yard or drill ground. When units or detachments are in billets their defaulters are to be marched out under a N.C.O. on one of the roads for the prescribed period, and are not to be drilled in the streets. Punishment drill is not to be carried on after retreat unless the Officer Commanding is of opinion that it is expedient to do so, in which case he may sanction exceptions.

499. A N.C.O. including an acting N.C.O. is not to be subjected to summary or minor punishments, except as specially laid down in para. 493, nor punished by being placed in any lower position on the list of his rank, but he may be admonished, reprimanded or severely reprimanded by the C.O. A N.C.O. below Reprimand admonition and reversion from acting appointment.

the rank of Sergeant may be admonished or reprimanded, but not severely reprimanded by a subordinate commander. Any N.C.O. or man holding any appointment or acting rank may be ordered by a C.O. to be reduced to his permanent rank, or to any intermediate acting rank, but is not to be awarded for the same offence a summary or minor punishment in addition. An aircraftman may be admonished, but is not to be reprimanded.

500. An Officer is not to introduce or adopt any System of system of punishment which is in any respect at punishment. variance with these regulations.

501. A subordinate commander may award an air- Power of a craftman punishment not exceeding seven days' con- subordinate finement to barracks for minor offences, extra guards commander. and piquets, fines for drunkenness, and he may deal with cases of absence without leave, where pay is automatically forfeited under the conditions specified in the first part of para. 495 and may award punishment within his ordinary powers for such absence.

In the case of an officer of less than three years' service, the above power may be limited by the C.O. to an award of three day's confinement to barracks. Any such awards will be subject to any remission the C.O. may order, but cannot be increased.

502. In dealing summarily with cases of absence without leave, a C.O. will have regard to the place of the airman's surrender or apprehension, the circumstances of his absence, and the period passed in custody. Absence without leave will be reckoned to terminate when the airman is taken into custody, and, in awarding punishment, the C.O. should make allowance for any unusual delay in the disposal of the case.

503. The name of a man absent without leave will be notified in unit order as follows: Notifying in unit orders name of man absent without leave.

- (i) If absent from 1 to 20 days—the name will appear in the day following the day of rejoining.
- (ii) If absent for 21 consecutive days—the name will appear on the 22nd day.
- (iii) If absent on the last day of the month—the name will appear on the first day of the next month, but all such orders will be included in Air Force form prescribed for the month in which the absence commenced.

504. An airman convicted of an offence under the Air Force Act and admitted into hospital on account of any illness, certified by the medical officer of the station to have been caused by such offence, forfeits part of his pay while in hospital. (See para. 60, Pay and Allowance Regulations for the Air Force). An

officer who has disposed of any offence on account of which the airman may have been admitted into hospital will at once communicate with the medical officer in charge of the hospital.

Where there are grounds for believing that an airman has been admitted into hospital for disability in consequence of an offence against the Air Force Act, his Commanding Officer will make a preliminary inquiry into the case and inform the medical officer in charge of the hospital of the result in order that the latter may give or refuse the certificate on the airman's discharge from hospital. The medical officer must attend the investigation of the offence whether before a court-martial or the commanding officer and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

505. The investigation and disposal of a charge against a patient for an offence committed while in hospital, other than a camp or garrison hospital, will be dealt with by the commanding officer of the hospital as soon as the health of the accused permits.

Officer attending proceedings in a civil court.

The commanding officer of the hospital, in exercising his powers of punishment, will not award detention or field punishment to a patient.

If the commanding officer of the hospital is of opinion, after investigation, that he cannot adequately dispose of a case, he will either apply for a court-martial or will report the cases with full particulars to the commanding officer of the unit to which the accused proceeds upon discharge from hospital.

505A. When an airman is charged with an offence before a civil court near the station where his unit is quartered, an officer will be detailed from the unit to attend and watch the proceedings. If the prosecution takes place at a distance, the case will be submitted to the D.O.C., who will decide whether it is advisable for an officer to be present, and if so, whether the officer shall be detailed from the airman's unit, or from some other unit near the place of trial. In the latter case, the O.C. the airman's unit will arrange with the O.C. the troops at the station from which the officer is to proceed, forwarding all necessary information and documents for the use of the officer attending the court.

The officer attending to watch the proceedings will, if required by the court, give all information in his possession as to the airman's character, and full particulars of any previous convictions by a civil court, or by a court-martial of an offence under Sections 17, 18 (4), 18 (5), or 41 of the Air Force Act. He will not produce the airman's conduct sheets to the court, but will furnish all the information with regard to

general character which is within his personal knowledge or has been communicated to him by officers of the airman's unit.

506. When a N.C.O. is convicted by the civil power of any offence, the case is to be reported to the District Officer Commanding. Should he consider it desirable to recommend the reduction of the offender, the matter will be reported to Defence Headquarters.

Report on conviction of N.C.O. by civil power

507. A C.O. has no power to alter the record of the conduct sheets of a punishment after the punishment has been completed. If it appears to an officer not below the rank of a Group Captain that any punishment awarded by a commanding officer was illegal or excessive, he may, at his discretion, within two years of the date of the award, direct either that it be cancelled, and the entry in the conduct books expunged, or that the punishment be reduced. After a period of two years has elapsed from the date of award, such cases will be referred for decision to the Defence Council.

Illegal or excessive punishment.

Drunkenness

508. An aircraftman will be dealt with for drunkenness under Sec. 46 of the Air Force Act. In disposing of such offences, the following rules will be observed:

Disposal of cases.

509. An aircraftman is not to be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when not on active service, when the airman was not on duty, and had not been warned for duty, nor had by reason of the drunkenness rendered himself unfit for duty—unless four instances of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or detention by his C.O.

When trial may be ordered.

510. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during the whole period between the date of departure and the date of arrival at destination.

Drunkenness on duty.

511. When an aircraftman commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial unless he is liable to trial and the O.C. considers it a case which should be tried; but, as a record of the drunkenness the C.O. will, when a charge of drunkenness is not preferred in such cases before the court-martial, make an entry of the offence, either imposing a fine, if the airman is liable thereto, or

Simple drunkenness, when connected with more serious offence.

making the following note in the punishment column:
 "No punishment; awaiting trial on another charge."
 If any entry of the court-martial is subsequently made the above entry will be bracketed with it and will not be considered a separate entry.

Fines for Drunkenness

512. Having reference to Section 19 of the Air Force Act the fine thereby authorized shall be any sum not exceeding sixteen dollars, instead of "not exceeding one pound" as therein mentioned. Maximum fine.

When exercising the powers laid down in Section 46 of the Air Force Act, a Commanding Officer may, in the case of an offence of drunkenness, order the offender to pay a fine not exceeding sixteen dollars, either in addition to or without, other punishment, and the amount of the fine in each case shall be according to the following scale:— Scale of fines.

- (a) For the first offence of drunkenness during an airman's service there shall be no fine.
- (b) For the second offence the fine shall be \$5.
- (c) For the third and every subsequent offence the fine shall be \$10; but, if the third or any subsequent offence occurs within six months of the last preceding offence, the fine shall be \$15, and, if, within three months, \$16.

Time during which an airman is absent from duty by reason of imprisonment, detention, or absence without leave is not to be reckoned in the above periods.

- (d) An airman should not be fined for drunkenness when unpaid fines amount to \$30.

The scale of fines (M.F.-B. 297) is to be placed in every barrack-room.

513. Fines which cannot be recovered from an airman's pay are not to be recovered from any other source while he remains in the air force service. Subject to this regulation, the daily deduction on account of a fine or fines recorded against an airman will be limited only by the provision that they shall not exceed such sum as shall leave to the airman, after paying for personal charges such as messing, washing, haircutting, etc., the sum of 25 cents per day. Recovery of fines.

(a) All fines for drunkenness recovered from an airman's pay will be disposed of in accordance with Article 66 Pay and Allowance Regulations for the Royal Canadian Air Force, 1923.

Desertion and Offences Against Enlistment

514. As soon as it is known that an airman has absented himself without leave, his equipment, clothing and unit necessities will at once be placed in safe custody, and an inventory of these articles will be taken as soon as practicable.

Descriptive
Reports of
deserter.

A C.O. is to transmit to the O.C. every other Permanent Active Air Force unit, direct, a descriptive report, on the form prescribed of every deserter or absentee without leave, giving particulars of the man's age, height, etc., at the time of his absenting himself, and the fullest information possible. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter unless there is ground for supposing that he has deserted. After 21 days, every absentee without leave should, pending investigation, be considered as a deserter. In the case of a recruit who absconds en route to join, a note should be made of this fact on the report.

515. A copy of the report is also to be transmitted to the police of the locality in or near which the man deserted. Similar reports should be sent to the police of the place to which it is supposed the deserter or absentee may have proceeded, and elsewhere, as the C.O. may consider desirable.

Duplicate
Reports,

516.

517. Upon reasonable suspicion that a person is a deserter or is absent without leave, it shall be lawful for any peace officer to apprehend without warrant such suspected person and forthwith bring him before a court of summary jurisdiction.

Lawful to
apprehend
suspected
person with-
out warrant.

517A. A justice of the peace, magistrate or other person having authority to issue a warrant for the apprehension of a person charged with crime may, if satisfied by evidence on oath that a deserter, or absentee without leave, is or is reasonably suspected to be, within his jurisdiction, issue a warrant authorizing such deserter or absentee without leave to be apprehended and brought forthwith before a court of summary jurisdiction.

Warrants for
deserters, etc.

517B. Where a person is brought before a court of summary jurisdiction, charged with being a deserter or being absent without leave, such court may deal with the case in like manner as if such person had been brought before a court charged with an indictable offence.

Procedure
when before
Court.

(2) The court shall, if it appears that such person is a deserter or is absent without leave, forthwith or as it may seem to the court most expedient cause him either to be delivered into air force custody in such manner as the court may deem most expedient, or until he can be so delivered or until further information can be obtained, to be committed to some prison, police station or other place legally provided for the confinement of persons in custody for such time as appears to the court reasonably necessary.

Disposition
of cases
before Court.

(3) The court may from time to time remand the said person for a period not exceeding eight days in each instance, and not exceeding in the whole such period as appears to the court reasonably necessary.

Remands.

(4) When the court causes a person either to be delivered into air force custody or to be committed as a deserter or as absent without leave, the court shall send to the Department of National Defence, and when the deserter or absentee without leave is delivered into air force custody, shall deliver with him a return in relation to such deserter or person absent without leave, containing a full description of such person, full particulars of the date, place and circumstances of his apprehension and a statement of the inquiry made and action taken by the court in relation to such person.

518-522.

523. When exemption from trial on a charge of fraudulent enlistment has been earned by exemplary service in any unit, the Commanding Officer of that unit will be held responsible for notifying the fact to the airman's previous unit.

Exemption
earned by
exemplary
service.

524.

525. When an airman is held to service in his present unit, he will serve on his last attestation. If he is relegated to his former unit he will serve on his former attestation.

Attestation
on which
to serve.

526. As a general rule, an airman who has fraudulently enlisted will be tried in his present unit, and arraigned as belonging thereto; and the necessary evidence will be obtained from his former unit.

In which unit
to be tried.

527. When it is decided that an airman who has fraudulently enlisted is to be relegated to his former unit after punishment, the C.O. of the unit in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment or detention to the C.O. of his former unit, who will arrange for the removal of the man at the expiration of his sentence. The relegation to the former unit will take effect from the date of committal.

Relegation to
former unit.

528. The C.O. of the unit to which an airman may be relegated, or, if the relegation be not ordered, the C.O. of the unit in which the airman is serving, will communicate to any units in which such airman may have previously served, the result of the trial, or the manner in which his case has been disposed of.

Notification
of disposal
of airman.

529-531.

532. The regulations laid down in paras. 533 to 540 will be observed in respect of an escort despatched for deserters, which will invariably take with it the route issued for the journey.

Escort for
deserter.

533. When a notification is received from a court that a person apprehended on suspicion of being a deserter or absentee without leave has been committed to await an escort, a commanding officer will deal with the case as follows:—

Procedure on
receiving
notification
from civil
power.

- (a) If the man is traced as being illegally absent, and evidence as to identity is available, he will despatch an escort (capable, if possible, of identifying the deserter or absentee without leave) to bring him back should he be identified. An order will be filled in for this service, and shall be taken by the non-commissioned officer detailed for duty as the authority to receive the deserter or absentee. The order shall be given up to the Magistrate, police officer, or governor or chief officer of the prison. The non-commissioned officer will be instructed to obtain the return of the commitment hereinbefore referred to.
- (b) If it appears to the Commanding Officer that the person is not a deserter or absentee without leave, he will so inform the magistrate or the governor of the prison or the officer in charge of the police station as the case may be, and the person from whom he received the notification.
- (c) If no evidence of identity is available, but the man admits the offence, and there is documentary evidence as to his desertion, he may be taken over into air force custody, and instructions shall forthwith be applied for from an officer having power to deal with the case by district court-martial.

534-535.

536. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a "deserter route" is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

Order for
removal.

537. The commander of an escort is required to compare the deserter and his necessities with the description and account inserted on the "route," as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessities of the deserter to be misused or made away with on the road.

Identity of
deserter and
his necessities.

538. Such necessities as the deserter may absolutely require, and which are not amongst the articles left behind by him, not exceeding however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the C.O. of the unit furnishing the escort, and the charge for the same will be defrayed by the O.C. the company, &c., to which the man belongs, and will be subsequently included in the deserter's accounts.

Necessaries
to be supplied.

539. In cases where identification is necessary, and it appears to a C.O. doubtful if the deserter should be conveyed to the headquarters of his unit, he will make an immediate report to the D.O.C. with a view to special instructions being given.

Identification
in special
cases.

540. An escort will not take into custody a person who is not identified as a deserter.

Person not
identified.

541. When an airman has been committed as a deserter and has signed the confession contained in the form of committal to the effect that he is a deserter, or when an airman while serving has signed a confession that he has been guilty of fraudulent enlistment (Sec. 13 of the Air Force Act), and it is not considered desirable that the airman should be tried for his offence, application will be made to the D.O.C. in, or under, whose command the airman is serving, who may dispense with the airman's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeiture.

Dispensation
from trial for
desertion or
fraudulent
enlistment.

542. A copy of the committal or the confession should accompany the application, and whenever possible, evidence as to the truth of the confession should have been previously obtained. When an airman has not signed a confession before a magistrate, the following forms may be used:—

Forms of
confession,
desertion and
fraudulent
enlistment.

FORM OF CONFESSION OF A DESERTER

I (here insert name), do
hereby confess that I am No. of
the unit and that I deserted from
that unit on (any other par-
ticulars to be added). Signed this day
of

(Signature of airman).

(Signature of Commanding Officer).

FORM OF CONFESSION OF FRAUDULENT ENLISTMENT

the _____, now being No. _____ of
 was No. _____ unit, do hereby confess that I
 in the _____ unit
 that I absented myself from that unit on _____,
 and that I fraudulently enlisted in the Permanent
 Active Air Force on the _____ day of _____

(Signature of airman).

(Signature of Commanding Officer).

NOTE.—When the airman confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment, both the above forms may be combined in one form of confession.

543. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved it is a disposal of the case. It will, therefore, be illegal for a Commanding Officer to award any punishment in addition. Order dispensing with trial.

544. The airman's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation, and an entry of the order dispensing with trial will be made in the conduct sheets as if the airman had been convicted by court-martial of his offence. The entry will be shown upon page 3 of "Statement as to Character, &c." at any subsequent trial. Confession and order to be preserved with record of service.

Discipline, &c., at Schools of Instruction

544A. All schools of instruction, with their duly appointed Commanding Officers, are, for every purpose of command, administration and instruction, independent of each other.

Officers, Warrant Officers, Non-commissioned officers, &c., attached for instruction will, for the purposes of discipline, be held to be called out for service, and be subject to the laws and regulations applying to officers, warrant and non-commissioned officers, &c., so called.

An officer commanding a school of instruction may remand to his unit an officer or airman attached for instruction who, by his conduct or otherwise, is not likely to benefit the service by his retention at the school. Each such case will be reported to the Chief of the Air Staff.

545-546.

Courts-Martial*General Instructions*

547. Under these regulations, the jurisdiction of Courts-Martial in respect of the trial of different offences is unrestricted, and it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try an offence by court-martial. Jurisdiction.

548. A superior officer to whom a case is referred may deal with it as follows:— Power of Superior Officer.

- (i) He may refer the case to a superior officer; or
- (ii) He may direct the disposal of the case summarily, or
- (iii) If he has power to convene a D.C.M., he may convene a D.C.M. to try it; or
- (iv) If he has the power to convene a G.C.M., he may convene either a G.C.M. or a D.C.M. to try it.

549. The officer referred to in para. 548 as a "superior officer" is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the Minister to determine whom charges should be preferred which should not be disposed of without reference to higher authority. Definition of Superior Officer.

When the superior officer is the Commanding Officer of the accused or an officer who has investigated the case, he cannot exercise the powers detailed in para. 548 (ii) to (iv) inclusive.

550. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case. Power in case of Emergency.

551. If an airman has been tried by an inferior court without the authority herein prescribed, the validity of the proceedings is not affected thereby, and the conviction, if otherwise sustainable, will hold good. Validity of unauthorized Proceedings.

552. In deciding as to the description of court before which a charge shall be tried, general and other officers in superior command will bear in mind that there are few offences which cannot effectually be dealt with by D.C.M. In cases, however, of very aggravated offences, when the state of discipline in a district, garrison or corps, renders a serious example expedient, or when the offender bears a bad character, a G.C.M. may be convened. When recourse should be had to Superior Court.

553. When an airman is to be tried for an offence in relation to enlistment, the particulars of his character and of former convictions when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences while in a state of absence or desertion should be given in evidence after the finding. Trial should not be unduly delayed if difficulty occurs in procuring documents, in relation to any previous service, which can be dispensed with.

Previous character of Airman to be produced at trial, for offences, against enlistment.

554. In the case of offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and, especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

Offences against Superior.

555. An officer or airman who, when in the presence of the enemy, displays a white flag or other symbol in anticipation, or in token, of surrender, will be tried by G.C.M. In cases where the evidence is not sufficient to justify a charge under Sections 4 or 5 of the Air Force Act, the charge will be laid under Section 40 of that Act.

White Flag.

556. Theft from a comrade, should, unless there are peculiarly complicated circumstances, be dealt with by court-martial in preference to trial by the civil power, and the charge is to be framed under Section 18 (4) Air Force Act. Where there is no evidence of theft, and an airman is charged with improper possession of a comrade's property, the charge is to be laid under Section 40.

Crime of Theft.

557. When a pay sergeant is unable to account satisfactorily for public money entrusted to him, and it is proposed to try him by court-martial for an offence involving fraud, under Sections 17 or 18 of the Air Force Act, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only an alternative charge under Section 40 of the Air Force Act should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for.

Charges against Pay Sergeant.

557A. Applications for District Court-Martial are to be accompanied by a return showing the number of qualified officers available to be detailed as members of the court.

Return of Officers Available.

If officers attached to the Permanent Active Air Force for instruction are detailed as members of courts-martial they are entitled to seniority according to their air force rank.

558. When an officer of the rank of Flight-Lieutenant is not available as President of a D.C.M., the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to the Minister.

559-560.

561. When an airman is to be tried by court-martial for an offence under Section 13 of the Air Force Act, and the evidence appears to disclose that by committing such offence, he has obtained a free kit to which he was not entitled, the words "thereby obtaining a free kit, value....." should be added to the particulars of the charge, the value being assessed according to the Clothing Regulations. If the airman is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge.

562. In framing charges under Section 24 of the Air Force Act, the following rule will be observed:—
In the absence of evidence of some positive act of pawning or selling arms, equipment, clothing, etc., a charge of "making away with" should not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of an airman under the above conditions, it will be sufficient to prefer a charge under Subsection (2).

563. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge and proved in evidence. This applies only to articles the value of which has to be made good to the public. Except as provided in para. 561, it will be necessary to set forth the values of necessaries and personal clothing that are the property of the airman, the specification of which is required only to acquaint the airman with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiencies of necessaries and personal clothing (except as provided in the Clothing Regulations for returned deserters) has to be made good by the airman as a matter of account between him and his Squadron Leader (subject to his right of complaint under section 43 of the Air Force Act.)

564. A court-martial in passing sentence will not, except as provided in para. 561, award stoppages in respect of articles of necessities and personal clothing.

565. The value of articles of Government property stated in the particulars of a charge are to be the actual values, whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage or destruction, are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Air Force Act, in making the deductions from the airman's pay. To be actual values.

566. An airman rejoining from desertion, or discovered to have fraudulently enlisted, will not be charged with the value of public clothing, stores, etc., lost on desertion unless he is sentenced by court-martial, or by the award of the competent authority dispensing with his trial, to make good such value. Clothing, Stores, etc., lost on desertion.

In all cases of fraud, the charge sheet and summary of evidence will be submitted to the Judge Advocate-General before trial is ordered.

567. Every charge preferred against an officer or airman and the circumstances on which it is founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficient to justify the arraignment of the accused before a court-martial. He must satisfy himself that the charge is for an offence under the Air Force Act, and properly framed in accordance with the Rules of Procedure and these regulations. Examination of charges.

568. When an airman is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 511. As a rule, a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial. In trials by Court-Martial minor offence may be dropped.

569.

570. If, in the opinion of a convening officer, a court-martial could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any Change of Venue of Court-Martial.

place beyond his command, application will be made to the Minister with an explanation of the reasons for this course. A saving of expense owing to transit of witnesses or members would be a sufficient reason, but no change of place is to be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the officer to whose command the accused is removed.

571. When an officer or airman is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application for his attendance is to be made to the Minister. The probable day of the assembly of the court should be stated in such application.

Military
Witness from
distant
Stations.

572. An officer will be required on first joining to attend all courts-martial, for instruction, for at least one year from the date of his joining; and he is not to be nominated a member of a court-martial, even if qualified to sit, until his Commanding Officer deems him competent to perform so important a duty, nor, when it can be avoided, unless he has previously attended as supernumerary at least ten times.

Officer on
joining to
attend trials.

573. In a difficult case the convening officer will select a specially qualified officer to act as prosecutor. If such an officer is not available, he should apply as soon as possible to superior authority for the services of one.

Appointment
of Prosecutor.

574. An Officer Commanding a district is to obtain the sanction of Defence Headquarters before counsel is engaged to appear on behalf of a prosecutor. The assistance of counsel at courts-martial should be applied for only in cases of an exceptionally difficult or complicated nature and this course should be very rarely necessary when the offences are of a purely military character.

Engagement
of Counsel.

574A. When an application is submitted to Defence Headquarters for permission to engage counsel to appear on behalf of a prosecutor, the hour, date and place of assembly fixed for the court-martial, with the name of the officer who will act as prosecutor, should be stated, and a copy of the approved charges and of the summary of evidence should invariably accompany an application, together with a statement setting out the reasons for considering the employment of counsel necessary.

Application
for Counsel.

If any alteration is subsequently made in the charges, a copy of the amended charges will be at once forwarded to Defence Headquarters.

575. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Drunkenness is no excuse for the commission of an offence, but if the charges against an airman do not allege drunkenness and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact for evidence.

Duties of
Prosecutor.

576. For D.C.M. the legal minimum number of members will ordinarily be sufficient to form the court; but if necessary, a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases a D.C.M. should, when possible, consist of five (5) officers. When the minimum number is detailed not more than one member should be a Flying Officer.

Number of
Members to
be detailed.

577. The President of a court-martial must be named in the order for the assembly of the court. The members and the waiting members may be mentioned by name or the number and ranks and the units to which they belong may alone be named.

577A. When the composition of a court-martial differs from the normal, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

Prescribed
form of
order used.

577B. It is essential that the order convening the court should be free from alterations or erasures as regards the portion relating to the officers appointed and detailed to compose the court. Where alterations in the composition of the court are necessary at any time after the order convening the court has been prepared, this document will be withdrawn and a new convening order will be substituted.

578. In addition to the restriction in the rank of Officers appointed to serve on courts-martial which are prescribed by these Regulations, the following rules will be observed:—

Rank of
Members.

- (i) Whenever a general officer or a Group Captain is available to sit as president of a G.C.M., an officer of inferior rank is not to be appointed.

- (ii) When the Commanding Officer of a unit is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the accused.

579. Courts-martial will usually be held between 10 a.m. and 4 p.m. or 11 a.m. and 5 p.m. as such hours as will interfere as little as possible with parades and other Air Force instruction. A court-martial should not ordinarily be required to sit for more than six or at the most, eight hours during one day.

Hours of sitting to be regulated.

580. An accused person for trial is to be examined by a medical officer on the morning of each day the court is ordered to sit, and a Commanding Officer is responsible that no accused person is brought before a court-martial if, in the opinion of the medical officer, he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer or N.C.O. be attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The Officer or N.C.O. in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

Accused Person.

581. When an original document, other than the declaration of Court of Enquiry Form is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be necessary to annex it to the proceedings. A certified copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian. Documents, the actual appearance of which is material to the case, (e.g. alleged forgeries) will always be attached in original.

Certified copies of original documents to be annexed to Proceedings.

581A. In cases where it is necessary to prove that an airman was a defaulter at the time of the commission of an offence for which he is to be tried by court-martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to barracks, taken from the guard report or the minor offence report, as the case may be will be produced in evidence before the court-martial by a witness on oath and will be prepared in the following form:—

Proving an airman a defaulter.

Copy of Record in the Guard Report, (or Minor Offence Report), of the... ..
dated... ..(date to be stated)
showing the punishment awarded on that date to
the undermentioned airman:—

Unit	Rank	Name	Punish- ment award- ed	By whom awarded

Signal A..... B.....
Adjutant.....Unit.
Certified true copy,
A.....B.....(Signature).
Commanding.....Unit.

582. When an original document has not been re-
turned within a reasonable time, the proper custodian
of that document will be responsible for its recovery.

Recovery of
Documents.

The following shall be the oath to be adminis-
tered by the prescribed person to every member of
every court-martial before the commencement of the
trial:—

“You.....do swear, that you will well
and truly try the accused (or accused persons)
before the Court according to the evidence, and that
you will duly administer justice according to the
laws in force for the Government of the Royal Cana-
dian Air Force, without partiality, favour or affec-
tion and you do further swear that you will not
divulge the sentence of the Court until it is duly
confirmed, and you do further swear that you will
not on any account at any time whatsoever disclose
or discover the vote or opinion of any particular
member of this court-martial, unless thereunto re-
quired in due course of law. So help you God.”

8. SENTENCES OF COURT-MARTIAL

583. When passing sentence a court-martial will have
regard not only to the nature and degree of the
offence and the previous character of the accused,

Consideration
of sentences
by Courts.

as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court. Where it is proved that attention has been called in local orders to the unusual prevalence of the offence whereof the accused has been found guilty, the court will also pay regard to the fact that such warning has been issued.

- (i) All convictions, whether by courts-martial or by civil courts (except as provided in para. 1920) (iii) for offences committed by an airman since his first enlistment, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment or detention they will keep in view the locality and climate in which the accused has to undergo his sentence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.

If the accused has elected to be tried by a D.C.M. instead of submitting to the jurisdiction of his Commanding Officer his punishment should not on that ground be increased. In ordinary circumstances the court should not award a heavier sentence than that which the Commanding Officer had power to award.

- (ii) An airman who is convicted by a court-martial of an offence under Sections 17, 18 (4) or 41 of the Air Force Act, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment and undergo his sentence in civil prison, but in cases where the confirming officer does not consider the airman should be discharged from the Royal Canadian Air Force as a consequence of his conviction, he may commute the sentence of imprisonment to one of detention.
- (iii) Except as provided in the preceding subpara., an airman sentenced at home by a court-martial to imprisonment, with or without discharge with ignominy, will be committed to a civil prison to undergo his sentence.
- (iv) Detention has been introduced into the scale of punishments in order that airmen who are

convicted of offences which do not warrant discharge, should not, as a rule, be subject to the stigma attached to imprisonment. The latter punishment ought, as a rule, to be reserved for men convicted of serious offences, or of grave Air Force offences which, in the opinion of the court, render their discharge with ignominy advisable.

- (v) Where, therefore, an airman has for a purely Air Force offence been sentenced by a court-martial to imprisonment without discharge with ignominy, the confirming officer, or other superior authority should, except under very special circumstances, commute the sentence to a sentence of detention.
- (vi) When a sentence of imprisonment is commuted into one of detention, the term of detention must in no case exceed the term of imprisonment originally awarded.
- (vii) A sentence of detention being lower in the scale of punishments than imprisonment cannot be commuted into one of imprisonment.
- (viii) When an airman has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer or other superior authority commutes the imprisonment to detention, he will, in such a case, remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention.
- (ix) An airman who is convicted by a court-martial of a purely Air Force offence, and who, at the expiration of his sentence, will rejoin the regular Air Force, should not ordinarily be sentenced to imprisonment.
- (x) The powers of a Commanding Officer do not extend to the award of imprisonment. A Commanding Officer may award detention, and an airman awarded detention will undergo his sentence in a detention barrack or detention rooms. He cannot be sent to prison for that purpose, but an airman sentenced to imprisonment may undergo his sentence in a detention barrack.
- (xi) The following general instructions are issued for the guidance of courts-martial, but nothing contained in them must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if in their opinion there is good reason for doing so. Where an offence against discipline has been committed and the accused airman represents that the offence was the result of conscientious objections to military service, imprisonment and not detention should be awarded.

Offences	Punishment		Remarks
	Detention	Imprisonment	
	Period	Period	
(a) In the absence of a previous conviction, or of aggravating circumstances, or of antecedents appearing to require a severe lesson or of an unusual prevalence in the unit or garrison of the species of offence forming the subject of the charge. Leaving guard or post. Offence of sentries. Insubordinate or threatening language. Disobedience not of grave nature. Resisting escort, not involving an attempt at serious injury. Breaking out of barracks. Neglect of orders. Absence. Failing to appear at parade. Being out of bounds. Drunkenness. Release of person or allowing person to escape (not wilfully). Escaping from custody. Loss of kit, etc.	Not exceeding 28 days.	An addition of from 7 to 28 days detention may appropriately be made in the case of each previous conviction, whether for a similar, or any other offence or any circumstances that aggravate* the gravity of the offence.

Offences	Punishment		Remarks
	Detention	Imprisonment	
	Period	Period	
Irregularity or omission in regard to returns (not fraudulent). Minor contempt of Court-Martial. False answer on attestation. Conduct to prejudice, &c., (not of a serious nature).			
(b) Striking a superior officer..... Disobeying a lawful command (graver cases). Fraudulent enlistment. False evidence. False accusation. Conduct to prejudice, &c. (of a more serious nature than under "a").	Not exceeding 112 days.	If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence should be proportionately increased.
(c) Ordinary theft..... Frauds. First offences, under Sec. 41 of the Air Force Act.	Not exceeding 112 days.	If the offence has been repeated, or attended with circumstances which add to its gravity a sentence of 113 days to 6 months imprisonment should suffice. If repeated 3 or more times, a sentence of imprisonment for one year should suffice.
(d) An offence under Sec. 32 of the Air Force Act.	Not exceeding months.	6 If repeated, a sentence of imprisonment for 1 year and upwards should suffice.

Offences	Punishment		Remarks
	Detention	Imprisonment	
	Period	Period	
(e) Gross violence to superiors..... Disgraceful conduct under Sec. 18 (5) of the Air Force Act.	1 year and upwards.	
(f) Desertion for first offence if within 90 days. first six months' service. Desertion, for first offence, if after six months' service and unaccompanied by aggravated circumstances. Desertion, for second offence.....	1 year and discharge with ignominy.	

† Where an offence is unusually prevalent in a district or garrison, attention should be drawn to the fact periodically in local orders, and not by special directions to courts-martial.
* Cases of absence, or failing to appear at parade, which involve the avoidance or embarkation, will be held to aggravate the gravity of such offences.

- (xii) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.
- (xiii) The addition of "discharge with ignominy" to a sentence of imprisonment is, as a rule, advisable in the case of any persistent offender, e.g., who has been previously convicted of desertion or fraudulent enlistment. It should also be awarded for an offence under Section 32 of the Air Force Act, or those coming under (c), (d), or (e).

584. When a court-martial passes sentence on an airman already under sentence of imprisonment or detention, or on an airman tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to the provisions of Section 68 of the Air Force Act; the limit of two consecutive years of imprisonment or detention, including the terms already undergone, will under no circumstances be exceeded. If the offence is of so serious a nature as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment.

585. A court-martial, in framing sentences will observe the following rules:—

- (i) Terms of imprisonment or detention not amounting to 6 months will be awarded in days.*
- (ii) Terms of imprisonment or detention of 1 year and 2 years will be awarded in years.
- (iii) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

*In no case will a court-martial sentence be awarded in hours.

586. When an airman has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, Section 75 of the Air Force Act provides for the restitution of the stolen property in certain cases. If the airman has been sentenced to be placed under stoppages in respect of the property stolen or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court. Theft, etc.
stoppages,
for, etc.

587.

588. It is the province of a Confirming Officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial and to ensure that the findings and punishment. Confirming
Officer to
regulate
punishment.

sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising his powers of commutation or mitigation, the confirming officer will be guided by the instructions in para. 583, in order that, having due regard to the airman's character, etc., no great disparity may exist between sentences awarded for similar offences.

589. A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the findings and sentence or either of them, for revision once, but not more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also. Remarks and promulgation.

When the confirming authority finds it necessary to comment upon the proceedings of such a court-martial, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or in exceptional cases where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. In no case will he comment upon a finding of "not guilty" or upon the inadequacy of a sentence, and great care is to be taken not to interfere with the discretion with which the court is vested in the exercise of its judicial functions.

589A. Where statements made by an accused in mitigation of punishment reveal facts which might influence confirming officers in determining the proper sentence or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer if practicable prior to confirmation.

If such inquiry is likely to cause substantial delay in confirmation confirming officers may confirm the proceedings forthwith and make investigation with a view to subsequent reconsideration. They will use their own discretion whether they will retain the proceedings or will forward them at once to the Judge Advocate-General. In the latter case the outcome of the investigation will be communicated to the Judge Advocate-General subsequently.

590. If an officer who would have confirmed the finding and sentence of the court had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings but will embody them in a letter for the information of the Minister. Remarks in cases of acquittal.

591. If it appears to a confirming officer that the proceedings of a court-martial are illegal or involve substantial injustices to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed and the airman to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. When the circumstances of the case admit of reference without undue delay, the proceedings of the court-martial that have been confirmed will not be quashed without reference to the Judge Advocate-General. If the proceedings can be legally sustained and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the airman. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any other authority competent to deal with them. Except as above provided, when an airman has been tried and sentenced by court-martial and the proceedings have been confirmed but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

To withhold confirmation from illegal proceedings.

Case of irregularity only.

Defects discovered after confirmation.

591A. Any officer or airman who considers himself aggrieved by the finding or sentence of a court-martial, may forward a petition to the confirming or reviewing authority through the usual channels.

Petition after sentence of Court-Martial.

If such petition raises any question of law it should be referred to the Judge Advocate-General.

592. The proceedings of a G.C.M. are to be sent to the Judge Advocate-General, for transmission to the proper authority for confirmation by the Governor in Council.

592A-593.

594. All proceedings of courts-martial whether transmitted before or after promulgation, are to be accompanied by a letter specifying the nature of the contents.

Covering Letters.

595. The proceedings of a D.C.M. will when promulgated be returned to the convening officer who will make the necessary communication respecting them to the President and Judge Advocate-General (if any) for their information. The D.O.C. will then transmit them to the Judge Advocate-General without delay. The proceedings of a G.C.M. confirmed abroad will be transmitted to the Judge Advocate-General as soon as possible after promulgation.

Disposal of Proceedings after promulgation.

The proceedings of any G.C.M. or D.C.M. which have not resulted in a conviction, or for any reason have not been confirmed, will be sent to the Judge Advocate-General.

595A. In forwarding proceedings which disclose any matters which appear to require investigation, such as allegations as to irregularities, or statements as to mental condition (or fitness for service) of the accused, made either in mitigation of punishment or in the recommendation of the court, or otherwise, the covering letter will state that steps are being taken, or have been taken, to inquire into the matters in question.

596. If the proceedings of G.C.M. or D.C.M. have not been forwarded to the Judge Advocate-General within one month from the date of confirmation, a special report of the cause of delay is to be made. Delay in transmission to be reported.

597-598.

599. A provost-marshal will be appointed abroad when occasion requires, in accordance with such regulations as may be issued. Provost-Marshal appointment.

9. DISPOSAL OF ROYAL CANADIAN AIR FORCE CONVICTS AND PRISONERS UNDER SENTENCE

General Instructions

600. The forms for the commitment, removal and discharge of airmen sentenced by court-martial to penal servitude, imprisonment or detention, or awarded detention by order of a Commanding Officer, are annexed to the Rules of Procedure, and are issued as Air Force Forms, and will be referred to in these regulations by the letters they bear in those rules. Forms of Commitment, etc.

601.

602. When a person subject to these regulations is convicted by a court-martial, either within or without Canada, and is sentenced to penal servitude, such conviction and sentence shall be of the same effect as if such person (in these regulations referred to as an "air-force convict") has been convicted in Canada of an offence punishable by imprisonment and sentenced to imprisonment in a penitentiary by a competent court of criminal jurisdiction and all enactments relative to a person sentenced to such imprisonment by a competent court of criminal jurisdiction shall, so far as circumstances admit, apply accordingly.

603. (1) Where a sentence of penal servitude is passed by a court-martial in Canada the air-force convict on whom such sentence has been passed shall,

as soon as practicable, be transferred to a penitentiary to undergo his sentence, according to the law, and until so transferred may be kept in air-force custody.

(2) The order of the committing authority (hereafter in this section mentioned) shall be sufficient warrant for his transfer to a penitentiary.

(3) The air-force convict may be delivered at the penitentiary for the province by the sheriff of the county or district in which he is in air-force custody. Such sheriff shall convey the convict to the penitentiary for the province, and shall be entitled, after so doing, to receive from the Defence Council his proper fees and expenses in that behalf.

(4) At any time before his arrival at the penitentiary the discharging authority (hereinafter in this section mentioned) may by order discharge the air-force convict.

(5) Any one or more of the following authorities shall be the committing authority for the purposes of this section, namely:—

(a) The Minister.

(b) The Commanding Officer of the air-force convict, or

(c) The Officer Commanding the portion of the air-force or the district or command in which the air-force convict is.

(6) Any one of the foregoing authorities except the Commanding Officer of the air-force convict shall be the discharging authority for the purposes of this section.

603A. (1) When a sentence of penal servitude is passed by a court-martial in any foreign country, the air-force convict on whom such sentence has been passed shall as soon as practicable be transferred to a penitentiary in Canada for the purpose of undergoing his sentence according to law, and until so transferred may be kept in air-force custody.

(2) The order of the committing authority (hereinafter in this section mentioned) shall be a sufficient warrant for the transfer of the air-force convict to a penitentiary.

(3) On his arrival in Canada, the air-force convict may be delivered either to the penitentiary for the province or to the sheriff for the county or district, who shall convey him to such penitentiary. The sheriff shall, if he conveys the convict, be entitled to receive from the Defence Council his proper fees and expenses in that behalf.

(4) The air-force convict may at any time before he arrives at the penitentiary, be discharged by the dis-

charging authority (hereinafter in this section mentioned) having jurisdiction in any place where the air-force convict may for the time being be.

(5) Any one or more of the following officers shall be the committing authority for the purposes of this section; that is to say,

- (a) The officer who confirmed the sentence of the court.
- (b) The Commanding Officer of the air-force convict.
- (c) The Officer Commanding the portion of the air force or the Officer Commanding the district in which the air-force convict is.

(6) Any one of the foregoing authorities except the Commanding Officer of the air-force convict shall also be the discharging authority for the purposes of this section.

604-605.

606. After an air-force convict has arrived at the penitentiary to undergo his sentence he shall be dealt with in the like manner as an ordinary civil prisoner under sentence of imprisonment therein.

Airmen under Sentence

607. An airman sentenced to imprisonment or detention will be classified and dealt with as follows:—

Disposal of
airmen under
sentence.

- (i) An airman will be committed to the nearest public (civil) prison where accommodation is available according to his religious denomination, when sentenced to imprisonment for offences under Sections 17 and 18 (4) and (5) of the Air Force Act, or for any offences under Section 41, or when sentenced to be discharged with ignominy, except as provided in (iii).
- (ii) An airman sentenced to detention will be committed to the nearest detention barracks where accommodation is available.
- (iii) An airman sentenced to be discharged with ignominy, who has been convicted of a purely Air Force offence only, will be committed to the nearest detention barracks where accommodation is available. A C.O. will ascertain that there is accommodation in that detention barracks before committing a prisoner thereto. If accommodation is not available, a prisoner of this class will be committed to a public prison as in (i).
- (iv) An airman sentenced to imprisonment for a purely Air Force offence only, and not sentenced to be discharged with ignominy, will be com-

mitted to the nearest detention barracks. This sub-para. does not apply to a conscientious objector who is sentenced to imprisonment for an offence against discipline, which he represents at this trial to have been the result of a conscientious objection. He should be sent to the nearest public prison, as if his offence was included in para. 607 (i).

608. In the cases of an airman sentenced to imprisonment, the order of commitment to a public prison or to a detention barrack (form C) will be signed by the airman's Commanding Officer, unless he receives a commitment signed by some superior authority. In the cases of an airman sentenced to detention, the order of commitment to a detention barrack or barrack detention room (form D) will be signed by the airman's Commanding Officer, and when an airman who has been sentenced to imprisonment and who is temporarily confined in a branch detention barrack or barrack detention room, is transferred to a public prison or detention barrack, a fresh commitment (form C) must be sent with him for his admission into a public prison or detention barrack. When an airman is committed to a detention barrack, forms C and D will accompany the commitment.

Form of
Commitment.

609-614.

615. Every commitment to a civil or Air Force prison or to a detention barrack is to be accompanied by a medical certificate of the state of health of the airman. When the medical officer considers the airman unfit for the ordinary hard labour he is to state the grounds on which his opinion is based.

Medical
Certificate
to accompany
every
commitment.

616. When an airman is committed to an Air Force prison or detention barrack, his conduct sheets and medical history sheet will be sent with him. On the airman's release they will be returned to the Commanding Officer. When the commitment is to a civil prison, copies only of the above documents will be sent with him.

Documents to
be sent with
airmen under
sentence.

617. An airman under sentence may, by an order signed by his Commanding Officer on Form Q, be committed for temporary detention, not exceeding 7 days, to any prison, police-station, lock-up, or other place of confinement in which he may legally be confined. This order may be made at any time in case of necessity.

Temporary
detention of
Airmen.

Removal of Airmen Under Sentence

618. An airman undergoing sentence by court-martial may be removed from the prison or detention barrack by the Air Force Authorities in order to bring him before an air force or civil court, either for trial, or as a witness or otherwise.

619.

620. When an airman, undergoing a sentence of imprisonment or of detention, or who is in Air Force custody is bound over, under recognizance, to appear as a witness before a civil court, and it is necessary to send him there under escort, the N.C.O. in charge will be furnished with the necessary funds by his Commanding Officer and will be instructed to apply to the court for the expenses of the escort and those of the airman. Failing the grant of expenses, the Commanding Officer will report the circumstances to the Defence Council.

Expenses of
Escort at
Civil Courts.

621. An order for the removal of an airman from a prison or detention barrack for the purpose of being brought before a court-martial or civil court, will be made on Form K or L. The escort which removes him will obtain from the Governor of the gaol or the Commandant of the detention barrack, the original order of commitment, and will return it to the Governor of the gaol or the Commandant of the detention barrack to which the airman is returned. If he is returned to a different prison or detention barrack, one of the authorities in or under whose command the airman is at the time of his return, will make an order for his return to that prison or detention barrack (on Form K or L) which will be delivered to the Governor or Commandant with the original order of commitment. Application will be made to the Defence Council for the removal of an airman under sentence of a civil court.

Removal of
airmen to be
brought before
a Court.

622-624.

625. Section 172 (5) of the Air Force Act authorizes (although it does not oblige) the Commander of a ship to receive and detain as in Air Force custody, any airman or air force convict or person subject to Air Force law, charged with an offence, whose conveyance by sea has been sanctioned by a competent authority. When, therefore, an airman is sent by sea either without an escort or with an insufficient escort, under this provision, a special order authorizing the airman to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the Commander of the ship. The embarkation of the airman should be

Detention in
custody on
board ship.

duly notified, to the Commanding Officer at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the Commander of the ship.

626. When an airman under sentence is included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms, etc., and employed as an escort. The arms, etc., will, on the arrival of the draft at the port of embarkation, be handed over by the officer in command to the officer in charge, who will arrange with the local Air Force authorities for their being returned to the unit which furnishes the draft. Airman under sentence with unarmed draft.

627. When a unit changes station, an airman confined in a detention room is to be taken with it, and recommitted to the detention room at the new station. The removal from the detention room will be effected by an order (Form N) signed by the Commanding Officer.

628. When a unit moves from one place to another, an airman undergoing sentence in a civil prison, or detention barrack will, as a rule, remain there until the termination of his sentence, unless permission is received from Defence Headquarters for the airman to accompany his unit.

629-632.

Committal to and Discharge from Prison or Detention Barrack

633. An order for the discharge of an airman confined in a public prison or detention barrack under sentence of court-martial will not be required unless his release is desired before the termination of the sentence. An airman discharged from a public prison or detention barrack cannot be received over into Air Force custody under the sentence which he has been undergoing. Any of the authorities having power to remit or commute a sentence may, by an order signed by him (Form H or I) cause an airman under sentence to be discharged from a public prison or detention barrack, but the order should not be made unless the immediate liberation of the airman is necessary. The order will state the necessity of the case and must be transmitted or delivered in such a manner as to enable the Governor of the prison or Commandant of the detention barrack to determine the authenticity of the order. Discharged from prison or detention barrack.

634. When an airman is undergoing detention under award of his Commanding Officer the Commanding Officer of that airman may, by an order signed by Of airmen under detention by award of C.O.

him, (on Form J) cause the airman to be discharged from the detention barrack or barrack detention room before the expiration of the award.

635. An airman discharged from detention under para. 634 may be released from further confinement or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded as may be ordered by the Commanding Officer. If released, the discharge will be held to include remission of the unexpired portion of the detention. If the discharge is made for the purpose of removal with his unit, or for embarkation, the airman will be received into the custody of an escort.

Procedure
after
discharge.

636. An airman released from prison, detention barrack, or detention rooms at any hour will be confined to barracks, and be exempted from duty on that day. The airman will be so informed.

Airman not
to do duty on
day of release.

637. An airman committed to a civil prison is to be sent so as to arrive before 10 o'clock p.m. An airman sent to an Air Force prison, a detention barrack or detention room is not to arrive later than 5 o'clock p.m.

Time of
arrival of
airmen under
sentence.

Escorts

638. The escort of an airman is, as a rule, to consist of one N.C.O. and one aircraftman. If the airman is to be conducted to his unit after surrendering himself, a N.C.O. will be sufficient. In the latter case the conducting N.C.O. will take with him an order, signed by the Commanding Officer of the unit, directing the deserter's temporary release from arrest, without prejudice to his re-arrest and confinement, which will be effected on arrival at his unit. When parties of two or more airmen are to be removed from one station to another the number of airmen to form the escort need not in ordinary cases exceed half the number to be escorted.

Strength of
Escort.

639.

640. Covered conveyance for an airman proceeding to prison should in all cases be provided. An airman proceeding to a detention barrack should be marched, unless, in the opinion of the Commanding Officer, exceptional circumstances render the provision of a conveyance necessary.

Conveyance
to prison or
detention
barrack.

641. An escort is answerable for the safety of an airman entrusted to its charge, and will be provided with handcuffs from the stores if necessary. If a Commanding Officer considers it necessary that an airman should be handcuffed in any special case, he will give orders accordingly. When it is necessary to

Safe custody
of airman
in custody.

handcuff an airman dressed in uniform or plain clothes, a covered conveyance will be provided. An airman should never be marched handcuffed in Air Force custody through a public thoroughfare unless such a course is absolutely unavoidable.

642. A N.C.O. furnished, unless otherwise ordered, by the unit the airman is to join, will be sent to receive over every airman on the termination of his imprisonment or detention. N.C.O. to receive airmen on termination of sentence.

643. A N.C.O. sent to receive an airman from Air Force custody in another corps will be provided with money to pay for subsistence while in barracks or in a guard detention room. N.C.O. receiving airmen from another corps.

Calculation and Expiration of Sentences

644. The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct under the rules for detention barracks, will be apparent from the following examples:— Calculating expiration of sentence.

- (i) A sentence of 8 month's imprisonment or detention awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.
- (iii) A sentence of 9 month's imprisonment or detention awarded on the 29th, 30th or 31st May expires on the last day of the following February, except in Leap Year, when a sentence awarded on the 29th May would expire on the 28th February.

II. DETENTION BARRACKS, PRISONS AND DETENTION ROOMS

645-647.

648. A detention barrack or detention room may be used for the safe custody of an airman who has been remanded for trial by court-martial, or who has been tried and is awaiting the promulgation of the finding and sentence of a court-martial, whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of an airman during such detention. The commitment will be made on Form R. He should be allowed to take exercise during a reasonable portion of each day, and be kept apart from airmen undergoing sentence. He will not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those he might be called on to perform if not under detention. As such a man will not receive the ordinary detention barrack diet he will be shown separately in the detention barrack provision accounts. Commitment for safe custody.

649. Before the commitment of an airman to prison or detention barrack under sentence of court-martial, authority for his release from custody, as described in para. 648, will be given on Form S. For the purpose of promulgation of the finding and sentence of the court an airman will be removed in his unit when the latter is not inconveniently distant.

Discharge
from such
commitment.

650-651.

652. An airman is to be committed to or released from a detention barrack or detention room after the regular dinner hour, and before 5 p.m. At home the normal hour for release from a detention barrack or detention room will be 2 p.m.

Rules for
Committal
and release.

652A. Any money or superfluous article in possession of an airman who will return to the Permanent Active Air Force after the completion of his sentence will be taken from him before he is sent to a detention barrack, and restored to him upon his return to duty.

653. Before admission to a detention barrack or detention room, an airman is to be examined by a medical officer, who will furnish a certificate as to his state of health and report any disability likely to interfere with the execution of the punishment awarded.

Medical
examination.

654. A Commanding Officer is to send to the detention barrack for an airman of his unit at the expiration of his detention. Should the Commanding Officer fail to do so, a report is to be made of the omission and the man should be sent to his unit, or to the unit to which he has been attached, under the charge of one of the assistants so that no one shall, by any possibility, be detained beyond the period of his sentence.

Airmen to be
sent for on
expiration of
sentence.

655. Orders as to the inspection, administration, and interior economy of detention barracks, and the discipline and air force training therein, will be issued through the Adjutant-General.

656. The warrant officer or N.C.O. in charge of detention room will ascertain, before receiving an airman into custody, that he has been committed by proper authority, and will receive all such airmen to the extent of the accommodation available. He will also discharge an airman before the expiration of his sentence when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.

Obligations
as to receiving
and releasing
airmen under
sentence.

656A. The Minister may set apart any building, or part of a building as an air force station, detention barrack or detention room, and may declare that any such building, or part of the building, shall

Minister may
set apart
prison, etc.

be an air force prison, detention barrack or detention room, as the case may be, and every air force prison so declared shall be deemed to be a public prison within the meaning of the provisions of these regulations relating to imprisonment.

656B. Unless otherwise provided by regulation, the rules governing the conduct of air force detention barracks and air force prisons made by a Secretary of State under the Imperial Air Force Act shall apply to air force prisons and detention barracks established under these regulations, and the rules for detention rooms similarly approved under the Imperial Air Force Act shall apply to detention rooms established hereunder.

Rules for
detention
barracks
and rooms.

656C. In any country in which operations against the enemy are being conducted, the powers of the Minister under this section with respect to air-force prisons and detention barracks shall be exercisable by the officer Commanding-in-Chief in the field, whether such officer is an air-force, military or naval officer, and shall include a power of declaring any place to be an air-force prison or a detention barrack, and the limitations on the power of making rules as to the punishment of prisoners and airmen undergoing detention and as to the severity of imprisonment and detention shall not apply; provided that nothing in this subsection, or in any rules made thereunder, shall authorize flogging or other corporal punishment to be inflicted for any offence.

Powers to be
exercised
by C. in C.
abroad.

656D. Every detention barrack and detention room shall be inspected at least once a week to ensure that it is conducted in accordance with the rules in that behalf. It shall also be inspected and each occupant visited daily by an officer of the staff and by a medical officer, who shall be named periodically in orders for that duty. The reports of these officers shall be sent to the Officer Commanding the station or command.

Inspection.

656E. (1) Where a sentence of imprisonment is passed by court-martial, the person on whom that sentence has been passed (in the provisions of these regulations relating to imprisonment referred to as an "air-force prisoner") shall undergo the term of his imprisonment either in air-force custody or in a detention barrack or in a public prison, or partly in one way and partly in another, and where a sentence of detention is passed by a court-martial or a Commanding Officer, the person on whom that sentence has been passed (in the provision of these regulations

Where
prisoners
may be
confined.

relating to detention referred to as an "airman undergoing detention") shall undergo the term of his detention either in air-force custody or in a detention barrack, or partly in one way and partly in the other, but not in a prison.

(2) Any person sentenced to imprisonment may be confined in a detention barrack; if he is sent to a civil prison, he shall be sent to the civil prison for the area within which he was sentenced.

(3) The order of the Committing authority hereafter mentioned shall be sufficient warrant for the transfer of an air-force prisoner to a public prison or a detention barrack, or an airman undergoing detention to a detention barrack.

(4) An air-force prisoner while in a public prison shall be confined, kept to hard labour and otherwise dealt with in the like manner as an ordinary prisoner under a like sentence of imprisonment, and where the hospital or place for the reception of sick persons in a public prison or a detention barracks is detached from the prison or detachment barrack, an air-force prisoner or an airman undergoing detention may be detained in that hospital or place, and conveyed to or from the same as circumstances require.

(5) An air-force prisoner or an airman undergoing detention, during his conveyance from place to place, or when on board ship or otherwise, may be subjected to such restraint as is necessary for his safe custody and removal.

General

657.

657A. (1) The term of penal servitude, imprisonment or detention to which a person is sentenced by a court-martial, whether the sentence has been revised or not, and whether the person is already undergoing sentence or not, shall be reckoned to commence on the day on which the original sentence and proceedings were signed by the president of the court-martial.

Commencement
of sentence.

(2) An offender under these regulations shall not be subject to imprisonment or detention for more than two consecutive years whether under one or more sentences.

Limit of
sentence.

657B. When an air-force convict or air-force prisoner or airman undergoing detention is for the time being in custody, whether air-force or civil, in any place or manner in which he might legally be kept in pursuance of these regulations, the custody of such convict or prisoner or airman shall not be deemed to be illegal only by reason of any informality or error in or as respects the order, warrant, or other document or the

Custody of
persons not
illegal through
error in order
of commitment.

authority by or in pursuance whereof such convict or prisoner or airman was brought into or is detained in such custody, and any such order, warrant or document may be amended accordingly.

657C. When an air-force convict, or an air-force prisoner, or an airman undergoing detention, or a person who is subject to these regulations and charged with an offence, is a prisoner or airman in air-force custody and for the purpose of conveyance by sea is delivered on board a ship to the person in command of the ship or to any person on board ship acting under the authority of the commander, the order of the air-force authority which authorizes the prisoner or airman to be conveyed by sea shall be a sufficient authority to such person and to the person for the time being in command of the ship, to keep the said prisoner or airman in custody and convey him in accordance with the order, and the prisoner or airman while so kept shall be deemed to be kept in air-force custody.

Authority to commander of ship to keep prisoner in custody.

657D. (1) The warden or governor of every penitentiary or gaol shall receive and confine, until discharged or delivered over in due course of law, all prisoners sent to such prison in pursuance of these regulations, and every person delivered into his custody as a deserter or absentee without leave by any person conveying him under legal authority, on production of the warrant of a court of summary jurisdiction on which such deserter or absentee without leave has been taken or committed.

Duty of Governor of prison to receive prisoners, deserters and absentees without leave.

(2) Every such warden or governor shall also receive into his custody for a period not exceeding seven days any airman in air-force custody upon delivery to him of a written order purporting to be signed by the Commanding Officer of such airman.

(3) The provisions of this section shall apply to a person having charge of any police station or other place in which prisoners may be legally confined.

657E. If a person imprisoned or undergoing detention by virtue of these regulations becomes insane, then, without prejudice to any other provisions for dealing with such insane persons, the Lieutenant-Governor may order the removal of such person to an asylum or other proper place for the reception of insane persons in the province, there to remain for the unexpired term of his imprisonment or detention, and, upon such person being certified in the like manner to be again of sound mind, may order his removal to any prison or detention barrack in which he might have been confined if he had not become insane, there to undergo the remainder of such punishment.

Insanity during sentence

658.

658A. When a sentence of imprisonment or detention is passed by a court-martial or Commanding Officer beyond Canada, then, if and as soon as the Air Force prisoner or airman undergoing detention on whom such sentence has been passed is brought to Canada, the provisions of these regulations shall apply in the same manner in all respects as if the sentence of imprisonment or detention had been passed in Canada, with this addition, that the Commanding Officer of the force to which the Air Force prisoner or airman undergoing detention belonged at the time of his being sentenced shall also be deemed to be a committing authority, whether such officer is an officer of the Air Force or of the militia or the Canadian Navy.

Effect of sentences of imprisonment or detention passed in a foreign country.

658B. The forms for the commitment, removal and discharge of offenders sentenced by court-martial to penal servitude, imprisonment or detention, or awarded detention by order of a Commanding Officer are annexed to these regulations in Appendix V, and are lettered A to U inclusive.

Forms of Commitment, etc.

658C. An airman under sentence may, by an order signed by his Commanding Officer on Form Q, be committed for temporary detention, not exceeding seven days to any prison, police-station, lock-up, or other place of confinement in which he may legally be confined. Such an order may be made at any time in case of necessity.

Temporary Commitment.

659.

659A. When an airman is sentenced to imprisonment, the order of commitment to a public prison or to a detention barrack (Form C) shall be signed by the airman's Commanding Officer unless he receives a commitment signed by some superior authority. When an airman is sentenced to detention, the order of commitment to a detention barrack or barrack detention room (Form D or G) shall be signed by the airman's Commanding Officer, and when an airman sentenced to imprisonment and temporarily confined in a branch detention barrack or barrack detention room, is transferred to a public prison or detention barrack, a fresh commitment (Form C) shall be sent with him for his admission into a public prison or detention barrack.

By whom committal to be signed.

660-661.

661A. (1) Any of the following authorities, namely:—

Removal of prisoner.

- (i) The Minister.
- (ii) The Officer Commanding the portion of the air force or the district or command to which the air force prisoner or airman undergoing detention belongs, may at any time, by order, remove an air force prisoner from one public

prison or detention barrack to another prison or detention barrack, or an airman undergoing detention from one detention barrack to another, so that he be not removed from a prison or detention barrack in Canada to a prison or detention barrack elsewhere, and either of the foregoing authorities or the officer who confirmed the sentence may at any time, give directions for the delivery into air force custody of any air force prisoner or airman for the time being undergoing his sentence of imprisonment or detention, and for the removal of such prisoner or airman, whether with his corps or unit, or separately, to any place beyond Canada where the corps or unit, or any part thereof, to which for the time being he belongs, is serving or under orders to serve, and any of the foregoing authorities, or the commanding officer of the air force prisoner or airman undergoing detention, may from time to time by order provide for his being brought before a court-martial, or any civil court, either as a witness or for trial or otherwise and an order of such authority shall be a sufficient warrant for delivering him into air force custody and detaining him in custody until he can be returned, and for returning him to the place from whence he is brought, or to such other place as may be determined by the removing authority.

(2) The directions of any of the foregoing authorities shall be sufficient authority for the removal of such prisoner or airman from the prison or detention barrack in which he is confined, and for his conveyance in air-force custody to any place designated, and for his intermediate custody during such removal and conveyance.

662.

662A. The order for the removal of an airman from the prison or detention barrack shall be made on Form K, L, M, N, O or P. The escort which removes him shall obtain from the governor of the gaol or the commandant of the detention barrack, the original order of commitment, and will return it to the governor of the gaol or the commandant of the detention barrack when the airman is returned. If he is returned to a different prison or detention barrack, one of the authorities in or under whose command the airman is at the time of his return will make an order for his return to that prison or detention barrack which will be delivered to the governor or commandant with the original order of commitment.

Order for
removal and
return.

663-665.

13.—COURTS OF INQUIRY COMMITTEES AND BOARDS

General Instructions

666. (i) A court of inquiry or board of officers may be assembled by the Minister, or by an officer in command to assist in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed; it may be required to give an opinion on any point. A court of inquiry or board of officers may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which it is assembled. Three members, the senior acting as president, will in ordinary cases be sufficient. Attention is particularly drawn to the regulations for courts of inquiry contained in Rule of Procedure 124. Power of C.O.'s to assemble.
Composition.
- (ii) No court of inquiry, or board, the assembly of which involves expense to the public, will be convened without special authority from Defence Headquarters; but, when permanently employed medical officers are not available. District officers Commanding will detail other medical officers for boards assembled under para. 392 (10). When involving expense to public.
- (iii) Courts of inquiry, as a general rule, sit with closed doors, but they may be either open or closed, according to the nature of the investigation, or as may be directed by the convening officer. Any officer or airman whose character or Air Force reputation may be affected by the inquiry should be present, and may either answer or refuse to answer any question put to him, or may avail himself of the opportunity to explain any particular act, or any part of his conduct on which an imputation prejudicial to him may have arisen. The rank of the officers composing the court should be equal, or superior, to that of any officer whose conduct or character may be implicated in the investigation. The presence of a professional adviser before a court of inquiry will not be permitted. Courts of Inquiry how conducted.
- (iv) Unless the exigencies of the service render it absolutely necessary, district, garrison, or Air Force courts of inquiry and boards should not be held during those hours which are devoted to parades or other instruction of the airman. Hours for Boards, etc.
- (v) Unless otherwise specified, the president will fix the time and place for assembly, cause notice of the same to be given to all witnesses and persons interested, and preside during the sittings. If the members cannot agree on an opinion Time and Place.

collectively, any dissenting member should state, in writing, the nature and extent of the difference, or give his opinion to the president for transmission with the proceedings. Disagreement.

667. The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee or board. President.

668. (i) When stores, equipment or clothing, or supplies of any kind, belonging to the public, are lost, stolen, destroyed, or damaged, or when a deficiency is discovered on any store account, or in case of losses of animals other than through natural causes, or of structural damage, the amount of loss, i.e., the value of the stores lost, stolen, destroyed, or deficient, or the cost of making good damages, will be ascertained. The value of stores deficient on a store account means the sum total of the values of the stores deficient on individual headings of account, without any abatement in respect of stores, which may be surplus on other headings of accounts. Deficiency of Stores, etc.

(ii) Losses or deficiencies of cash will be dealt with under paragraph 670.

669. Should any explosion occur in any magazine, cartridge store or other explosive store, or should an accident caused by an explosion during the firing of guns, etc., and involving severe injuries to personnel or extensive damage to material, happen, the Officer Commanding the Military District in which such explosion or accident occurs will, in addition to any other procedure otherwise laid down, notify the occurrence by telegraph direct to the Deputy Minister, Department of National Defence, informing him of the time and place of the court of inquiry ordered to investigate the case. Report of explosion to be sent to Defence Headquarters.

669A. (a) "Flying Accidents" shall, as regard Courts of Inquiry, be deemed to include all accidents arising from causes other than enemy action, and shall include not only those arising through an aircraft in flight, but also those arising in starting the aircraft for its flight, and in landing after its flight. Courts of Inquiry in Flying Accidents.

(b) A Court of Inquiry shall be held to inquire into:—

- (i) Accidents at every place in Canada.
- (a) All flying accidents where an occupant of an aircraft or other person is injured fatally or to such extent as is likely, in the opinion of a medical officer, to occasion such person absence from duty in hospital for a period of at least fourteen days, independently of whether the cause of the accident is or is not free from doubt.

In cases of fatal accidents a copy of a local newspaper containing a report of the coroner's inquest should, if available, be attached to the proceedings. A copy of the coroner's inquisition should only be attached in exceptional cases and where it would be likely to throw additional light on the question of responsibility for the accident.

Press reports
of fatal
accidents.

- (b) All other flying accidents involving personal injuries of a less serious nature, or resulting in damage of any description to an aircraft, engine or other property, unless the O.C. is satisfied that the cause of the accident is free from doubt, and that the holding of a Court of Inquiry would serve no useful purpose.

- (ii) Accidents outside of Canada.

All flying accidents involving any injury or damage to persons or property (including aircraft), unless the O.C. is satisfied that the case of the accident is free from doubt, and that the holding of a Court of Inquiry would serve no useful purpose.

- (c) A Court of Inquiry will not, however, be held unless specially ordered by the Defence Council, into a flying accident to an aircraft not belonging to, or exclusively employed in the service of His Majesty, which occurs in the course of training of an officer or airman of the Auxiliary Active Air Force.

The following form which should be used, and notes for guidance of Court of Inquiry, are published as a guide.

This paragraph is applicable to flying accidents only: for other causes of injury see para. 674.

PROCEEDINGS OF COURT OF INQUIRY

Flying Accidents

The Court was assembled on (date)..... at (place)..... with instructions to inquire into the circumstances
by order of..... connected with the Accident on (date)..... at (place)..... involving.
(nearest town).....

Plane		Engine		
Type	Extent damaged, e.g., Totally, Seriously, Slightly	Type	Type	Extent damaged, e.g., Totally, Seriously, Slightly
		W.D. No.	Maker's No.	

Occupants				
Name	Rank	Unit	Whether Pilot or Passenger on flight	No. of Plane in which he was occupant
Extent injured, e.g. Fatally, Seriously or Slightly				

NOTE: If more than one plane is involved insert here first in order the names of the occupants of the plane entered first above.

For the purpose of:—

* Here insert additional special points of inquiry (if any) contained in instructions of the authority convening the Court.

(i) Establishing the facts called for in the findings of the Court—on page 3 of this Form.

(ii) Enabling the Court to state, on page 4 of this Form, its opinion as to the cause of the accident.

(iii) Inquire specially into*

.....

.....

COMPOSITION OF THE COURT

	Rank	Name	Unit
President.....			
Members in attendance.....			

LIST OF WITNESSES

Rank	Name	Unit (if civilian state so)	Rank	Name	Unit (if civilian state so)

Rules for Guidance for Courts of Inquiry into Flying Accidents

(a) Flying Accidents.

"Flying Accidents" include all accidents arising from causes other than enemy action and shall include not only those arising through an aeroplane in flight, but also those arising in starting the aeroplane for its flight, and in landing after its flight.

(b) Circumstances necessitating the holding of these Courts.

(a) All Flying Accidents where an occupant of an aeroplane or other person is injured fatally or to such an extent as is likely in the opinion of the Medical Officer to occasion such person's absence from duty in hospital for a period of at least 14 days independently of whether the cause of the accident is or is not free from doubt.

(b) All other Flying Accidents involving personal injuries of a less serious nature or resulting in damage of any description to a plane, engine or other property unless the O.C. is satisfied that the cause of the accident is free from doubt, and that the holding of a Court of Inquiry would serve no useful purpose.

(ii) Accidents outside of Canada.

All Flying Accidents involving any injury or damage to persons or property (including aeroplanes) unless the O.C. is satisfied that the cause of the accident is free from doubt, and that the holding of a Court of Inquiry would serve no useful purpose.

(a) Conducting of the Court.

(i) The Findings which the Court are called upon to make (on pages 3 and 4 of this Form) should be kept clearly in view in conducting the inquiry.

(ii) The Court will bear in mind that their Findings (including their opinion as to the cause of the accident) must be based upon and supported entirely by the recorded evidence of the witnesses or by additional facts ascertained by the Court themselves which they will record in items 8 and 9 of their Findings.

(iii) The Court will, therefore, not omit to see that the necessary witnesses are called and that their evidence on all material points is ascertained and recorded. If the Court

- has not considered it necessary or feasible to visit the scene of accident or to examine Log Books they will state these facts in items (a) 8 and 9 of their Findings.
- (iv) Where the injuries to any person involved in the accident are such as preclude his evidence being available when the Court is held, the Court will so state in item (b) of their Findings.
 - (v) The evidence of every witness must be recorded by hand or typewritten. This will be done on ordinary foolscap sheets.
Both sides of the sheets should be used.
The pages of these sheets (after being signed as described below) must be consecutively numbered and securely fastened.
 - (vi) Each witness must sign each page of the evidence upon which his own evidence is recorded.
 - (vii) The questions put to witnesses should be as simple as possible, and the Court should see that the recorded evidence of each witness is free from ambiguity, although it may not agree with the evidence of another.
 - (viii) The Headings of the Findings of the Court have been framed so as to meet the case where more than one aeroplane is involved in the accident, and the Court will take care to see that the Findings clearly indicate to which aeroplane they refer.

Findings of Court

The undersigned have conducted a Court of Inquiry on the instructions set forth on the first page of this Form, and at the place and on the date thereon stated.

The evidence of the (No...) witnesses is recorded on the (No...) pages inserted inside this Form.

(A) We find from the evidence the following facts have been established:—

- (i) The description of the occupants, planes and engines and of the extent of injury to them is as set forth on the front page of this Form, with the exception that..
- (ii) The purposes of and instructions for the Flights were as follows:—

Aeroplane		Purpose and instructions (including whether one occupant was instructing the other)
Type	No.	

(iii) The accident occurred at.....o'clock
at the place and on the date set forth on the front page
of this Form.

(iv) The aeroplane(s) were controlled as follows:—

Aeroplane		No. of seats	Whether fitted with single or dual control	Names of occupants of seats		
Type	No.			Front	Back	Other

(v) The aeroplane(s) took off the ground as follows:

Aeroplane		Time	Weather conditions where aeroplane took off
Type	No.		

(vi) Conditions of aeroplane(s) at commencement of Flight(s).

Aeroplane		When last examined				Whether Plane and Engine fit for Flight in question
Type	No.	By Fitter		By Rigger		
		Date	Hour	Date	Hour	

(vii) The flying experience of the occupants prior to the Flight was:—

Name of Occupant	Types of Aeroplanes	Time flown on each type			
		Dual		Solo	
		Hours	Mins.	Hours	Mins.

(have not)
(viii) We (have) examined the following Aeroplane Engine and Pilot's Log Books and have ascertained:—

Description of Book	Remarks, including material facts supplementing or confirming evidence of witnesses

(ix) We (have) visited the scene of the accident
 (have not)
 (before) aeroplane(s) (was) removed and have found
 (after) (were)
 the following material facts:—

Name	Rank	Unit	Reason precluding obtaining evidence	How concerned with accident

(C) The cause of the accident was in our opinion.....

 Signature of President of Court.....
 Member of Court.....
 “
 Date of signing.....

Report of Officer Commanding

Date of signing.....
 Signature of O.C.....
 Unit.....

The proceedings will be sent through the usual channels in duplicate to the Defence Council and will contain the opinion of the Officer under whose orders the Court was assembled.

In case damage to aircraft involves also fatal or serious injury to personnel this Court will also comply with the instructions contained in para. 674.

670. Paras. 670A and 670B shall not apply to flying accidents as defined in Para. 669A.

670A. When the amount of the loss, including the cost of structural repairs, exceeds \$250, the matter will at once be reported to the D.O.C. and will be investigated by a court of inquiry to be composed, if possible, of officers not belonging to the unit or department concerned.

Courts of Inquiry when loss exceeds \$250.00.

- (i) If, after considering the opinion of the court, the D.O.C. considers that the loss is due to neglect of duty, or to any other offence under the Air Force Act, he will, in the case of an officer, apply to Defence Headquarters for instructions, and in other cases either convene a court martial or apply to Defence Headquarters for authority to allow the individual responsible to pay the whole or part of the loss instead of being tried by court martial, or of being removed from his appointment or from the service. (As regards liability in case of fire caused by negligence, see para. 1029.)
- (ii) If the D.O.C. is of opinion that the loss is not due to an offence under the Air Force Act, but that no satisfactory explanation has been given, he will report to Defence Headquarters whether he recommends that the individual responsible should be allowed to pay the whole or part of the loss, or be superseded in promotion, or removed from his appointment.
- (iii) If such Officer Commanding is of opinion that a satisfactory explanation has been given, he will apply to Defence Headquarters for authority to write off the loss.
- (iv) Deficiencies in money or supplies, the property of an Air Force Institute, will be dealt with under the provisions of this paragraph, except that subparagraph (iii) shall not apply.

Procedure when loss is due to an offence.

Procedure when loss is not due to an offence but satisfactory explanation is not forthcoming.

Procedure when there is a satisfactory explanation.

670B. "When the amount of loss, including the cost of structural repairs, does not exceed \$250, the superior officer of the individual responsible, will (except as provided in paragraph 1030) make a full enquiry into the circumstances and report thereon to the Chief of the Air Staff, who will dispose of the case in accordance with the provisions of Appendix VIII."

Procedure when D.O.C. can dispose of case.

- 670C. (i) When ammunition is found to be defective, the date of manufacture found on the box is to be noted. The rounds complained of with their wrappers, charger cases or bandoliers and additional samples from the same box and the arms in which the failures occurred, will, as far as possible, be examined locally for the information of the District Officer Commanding, who, if necessary will proceed as outlined in sub-paragraph (ii). Report to be made of defective ammunition, etc.
- (ii) An accident or damage to small arms or small arm ammunition caused by firing or otherwise will be reported at once to the District Officer Commanding, who will notify the District Ordnance Officer. The District Officer Commanding will, at once, order a Court of Inquiry to assemble. Evidence will only be taken in reference to what actually happened, without dealing with the technical aspects of the case, or expressing an opinion as to the probable cause of the accident. The proceedings should be forwarded by the District Officer Commanding direct to Defence Headquarters with as little delay as possible, the arms (just as found after the accident) will be forwarded by the District Ordnance Officer concerned, with the necessary vouchers, direct to the Inspector of Armourers, Quebec, and the ammunition (also just as found after the accident) to the Chief Inspector of Ammunition, Quebec. Both officers will forward their reports (together with their opinions and recommendations) direct to Defence Headquarters, as soon as possible.
- (iii) All losses of arms will be investigated by Court of Inquiry, the proceedings of which will be forwarded in duplicate to Defence Headquarters for final approval.

671. In the case of deficiencies in money or supplies, the property of an institute, no portion of the loss will be borne by the public. The case will at once be the subject of a Court of Inquiry.

672. (i) When any loss or damage occurs, or is believed to have been occasioned by an officer or airman on duty, to any property belonging to the Government, or to any corporation, or person, and it appears probable that such loss or damage will lead to a claim for compensation against the public, the Commanding Officer of the Officer or Airman will at once report the matter to the Air or other Officer Commanding the formation, who will, whether it is decided to convene a court-martial or not, assemble a court of inquiry to investigate the matter without delay.

When the estimated damage is in excess of \$250 the court will usually be composed of officers who do not belong to the same unit as the officer or airman concerned.

Such Court will inquire generally into the circumstances of the loss or damage, and may be required to report on—

Civilian
claims for loss
or damage by
Air Force
personnel
on duty.

- (a) The amount of loss or damage.
- (b) Whether the Officer or airman was on duty when the loss or damage is alleged to have been occasioned.
- (c) Whether the loss or damage was occasioned by any wrongful act or negligence on the part of an officer or airman.

The attention of the court is to be directed to Rule of Procedure 124 (F) (L) and (M).

The court will be guided by the written instructions of the authority who assembled the court. The instructions will be full and specific, and will state the general character of the information required. They will also state whether a report is required or not.

(ii) Accidents to R.C.A.F. motor transport, or collisions between R.C.A.F., and privately owned vehicles will be dealt with as prescribed in paragraphs 1966 and 1967, and sub-paragraph (i) above.

673. A court of inquiry under Section 72 of the Air Force Act, for the purpose of determining the illegal absence of an airman, will be held in all cases (except in those of absconded recruits) at the expiration of twenty-one clear days from the date of absence, or as soon after as practicable, unless the airman has been taken into custody. Before declaring the deficiency of any arms, etc., the court will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it finds to be deficient. The court will record the values of the unexpired wear of all articles of government property found to be deficient. A court of inquiry is not to be held on an airman of the Air Force Reserve unless he was subject to Air Force law, as described in Section 176 (5) of the Air Force Act, at the time of the commission of his offence.

Court of
Inquiry to
determine
illegal
absence.

674. When an airman, whether on or off duty, is maimed, mutilated, or otherwise injured (except by wounds received in action), a report will be forwarded by the medical officer in charge of the case to the airman's Commanding Officer as soon as possible after the airman's admission to hospital.

Court of
Inquiry to
investigate
causes of
injuries.

- (i) When an airman is injured in any way when on duty, by or through the fault of a civilian or civilians, and receives compensation from such civilian or civilians, in lieu of any future claim, the fact should be recorded in the proceedings of the court of inquiry (if held).
- (ii) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill effects, no court of inquiry need be held, unless considered necessary under subparas. (b), (c) and (d). The report of the medical officer in charge of the case will then be attached to the airman's medical history sheet, on which it should be recorded whether the man was on duty and whether to blame.
- (iii) In the following cases a court of inquiry will be assembled to investigate the circumstances:—
 - (a) If the injury is fatal (unless an inquest is held) or certified by the medical officer to be of a serious nature.
 - (b) If, in the opinion of the C.O., doubt exists as to the cause of the injury.
 - (c) If, in the opinion of the C.O., it is doubtful whether the airman was on or off duty at the time he received the injury.
 - (d) In cases where for any reason it is desirable thoroughly to investigate the case of injury.
- (iv) When no evidence as to the circumstances attending the injury, beyond that of the injured airman, is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the airman's C.O., will record his opinion on the evidence, stating whether the airman was on duty and whether to blame. The proceedings will then be sent to the D.O.C., for confirmation, and the latter will state on the proceedings whether or not he has remitted the hospital stoppages (see Allowance Regulations). In the Royal Canadian Air Force a record will be made on form prescribed by the C.O., that a court of inquiry has been held, and also as to whether the airman was on duty and whether or not to blame. This document will then be passed to the medical officer, who will record his opinion as to the effect of the injury on the airman's service. Finally the proceedings will be attached to the airman's original attestation.

674A. The nature and cause of illness or injuries which occur to officers, warrant and non-commissioned officers, airmen or horses of the Royal Canadian Air Force, while on duty during the period of annual Injuries, etc.,
on annual
training.

training, are to be fully investigated at the time by a court of inquiry or a board of officers in accordance with the Pay and Allowance Regulations.

675. Whenever officers or airmen are taken prisoners by an enemy, a court of inquiry, under Rule of Procedure 124, will be assembled under local arrangements to inquire into the conduct of the senior officer or airman of the party, and, if the D.O.C. considers it desirable, into the conduct of any officers or airmen of the party.

676. Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

677. All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, are to be written on form prescribed. The president and all the members will sign the proceedings.

678. The hour for the assembly of boards or courts of inquiry, in hospital will be arranged between O.C. units and the medical officer in charge.

Officers' Meetings, Committees, etc.

678A. Meetings of officers may be called only by Commanding Officers who are held responsible that they shall be for a proper purpose.

678B. For the consideration of general Air Force business in connection with his unit, for the election of a unit committee, and for the election of a band committee, (if the unit has a band), the Officer Commanding each Auxiliary Active Air Force Unit will annually call a meeting of all his officers, such meeting, of which 14 days' notice will be given by the C.O., will take place in January, February or March, or during annual training in camp, whichever time may be most convenient.

Each committee will be composed of three officers, who will hold office for the ensuing year, or until successors are appointed.

If a member of either committee resigns or becomes inefficient, the Commanding Officer will appoint a successor. Each committee will appoint one of its members to be president, and another to be secretary-treasurer. The Commanding Officer will be ex-officio a member of both committees.

678C. Each committee is to submit to the annual meeting of officers the following statements in detail:—

- (a) Of all moneys received and expended during the past year or since the last annual report.
- (b) The cash balance, supported by the bank pass-book.
- (c) Of all liabilities of all kinds for which the unit may be made responsible.

A certified copy of these statements, and the proceedings of the annual meeting, are to be forwarded by the Commanding Officer within one month after the annual meeting to the D.O.C.

678D. The secretary-treasurer of each committee will be responsible to the president for all moneys and will keep books of account showing receipts and expenditures with vouchers. These books and vouchers are to be laid before the officers at their annual meeting and at such other times as the Commanding Officer may direct. All propositions for expenditures which form a charge upon the officers of the unit must be submitted and approved of at a meeting of officers.

678E. When the government grant to the band (See Pay and Allowance Regulations) is authorized to be paid, the president of the band committee will receive the same and expend it with the joint advice of the other members of the committee.

678F. No remunerations will be given in respect of service as a member of a unit or band committee.

679-680.

Training

681. Training of the Permanent Active Air Force is continuous subject to Para. 686 of these regulations.

Authority for
Training
Permanent
Air Force.
Staff
Training,
Permanent
Air Force.

682. The Royal Air Force Staff College at Andover, England, is maintained for the purpose of affording selected officers instruction in the higher branches of the art of war and in the staff duties. An officer who has graduated will have the letters p.s.a. recorded after his name in the Royal Canadian Air Force Lists, and be eligible for staff employment.

683. A list of Units or Personnel of the Auxiliary Active Air Force or R.C.A.F. Reserve authorized to undergo training will be published periodically in General Orders. Training will be carried out in accordance with Para. 686 of these regulations.

Authority
for Training,
Auxiliary
Active and
Reserve Air
Force.

684. An officer or airman may be allowed to perform his annual training with another Unit of the Auxiliary Active Air Force, provided the written consent of the two Commanding Officers and the approval of the Chief of the Air Staff is obtained and the authorized establishment of the unit with which he trains is not exceeded.

Training with
other Units,
Auxiliary
Active Air
Force.

685. Officers and airmen of the Royal Canadian Air Force on leave and residing temporarily in the British Isles, may, with the approval of the Air Council be allowed to be attached to and to perform training with the Royal Air Force.

Training in
the United
Kingdom,
Royal
Canadian
Air Force.

Applications for such attachments will be submitted through the usual channels to Defence Headquarters. At the end of the period of training, a certificate will be obtained from the officer commanding the formations or units to which they may be attached, showing the place of training and number of days training performed and the nature thereof. This certificate will be forwarded by the attached officers or airmen direct to the Chief of the Air Staff.

686. Such training of the R.C.A.F. as may be prescribed by the Minister will be carried out in accordance with instructions which may be issued from time to time in R.C.A.F. Orders and Instructions.

Training
Instructions.

687. An officer or airman of the Royal Air Force residing temporarily in Canada may, with the approval of the Minister be allowed to be attached to a unit of the Royal Canadian Air Force for not more than two years in succession, for the purpose of carrying out his annual training provided no expense to the Canadian Government is incurred.

R.A.F.
Training in
Canada.

688-903.

CHAPTER X

General Duties

Flying Duty

904. Any officer, warrant officer, non-commissioned officer or aircraftman may be ordered, as part of his air force duty, to go up in aircraft, either as a passenger when the flight is considered by superior authority to be necessary for some air force purpose or training, or for reconnaissance purposes whenever service exigencies require it.

Responsibility for Public Money and Stores

908. An officer entrusted with public money will keep such a record of his cash transactions as may be required by the regulations and instructions and the book in which this is kept will be retained under lock and key in the officer's own custody. Every officer charged with making payments will either make them himself or see that they are made in his presence; he is personally responsible for any sum of money he may entrust to subordinates. Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose not sanctioned by his C.O.

Responsibility of Officers for public money and stores.

909. A squadron, etc., commander (or the administrative officer acting on his behalf) is responsible that all cash payments made to an airman and all stoppages, etc., made from time to time are recorded in the pay and mess book. The cash payments will be made in the presence of an officer and two witnesses (other than the pay sergeant), who will certify that the amounts charged have been actually paid. In the case of airmen serving with a detachment where no officer is present, each man will sign the detachment pay sheet.

Keeping and signing accounts.

An O.C. Unit will supply the paymaster with all necessary information affecting the men under his command, and will see that he is supplied duly with certified copies of Part II Orders.

910-911.

912. The duties of paymaster and quartermaster should not, if it can possibly be avoided, be combined in one person. Paymasters and quartermasters will not preside over committees for the management of mess, band, institute or other Air Force funds, nor will the moneys of any of these funds be placed in their custody.

Duties of Paymaster and Quartermaster not to be combined.

913-919.

Kits and Private Property of Airmen

920. When an airman is given up to another Unit as a deserter, his kit is to be sent with him, and his account settled between the squadron, etc., commanders as in cases of transfer. See also Clothing Regulations.

Kit and debts of deserters.

921. When an airman is sentenced to penal servitude, imprisonment or detention, on the expiration of which he will not rejoin his unit, he will be informed that the Air Force authorities are not responsible for the custody of any private property he may possess. Facilities will be given to him for making private arrangements

Private property of airmen sentenced to penal servitude, imprisonment or detention.

for the custody or disposal of his property, including necessities not sent with him to prison or detention barracks. Should he, however, decline or fail to make private arrangements prior to quitting his unit, any articles then remaining in Air Force charge will be sold by auction.

922. Para. 921 will not apply to deserters and airmen convicted of felony, whose property will be dealt with in accordance with the Regimental Debts Act and the Warrant and Regulations relating thereto. Exceptions.

922A.

Station Duties

Roster of Duties

923. For all duties, whether with or without arms, and whether performed by units or individuals, the roster will commence from the senior downwards. To commence from senior.

924. Duties are classified as:—

- (i) Guards—(a) of the Sovereign; (b) of Members of the Royal Family; (c) of Viceroy; (d) of the Captain-general or Governor of a colony; (e) of the Commander-in-chief abroad. Classification of duties.
- (ii) Duties under arms—(a) divisional; (b) group or station; (c) unit.
- (iii) Courts-martial—(a) general; (b) district.
- (iv) Boards or Courts of Inquiry—(a) divisional; (b) group; (c) unit.
- (v) Working parties.
- (vi) Fatigues.

925. When an officer's tour for more than one duty comes around, he will be detailed for that duty which takes precedence in para. 924. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will receive an over-slash for all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades and perform such other incidental duties as do not interfere with the special duties for which he has been detailed. Duties, how detailed.

926. Attendance at a court-martial, the members of which have assembled and been sworn, will reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members will be considered available for other duties; they will not, Courts-martial.

however, quit the station without the authority of the convening officer until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

927. A unit detachment, guard, piquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade. Marching off parade to count a tour.

928. An officer detailed in orders will not exchange his duty with another without the permission of the authority by whom he was detailed. Exchange of duties.

928A. A Group Captain will not be included in the field officer's roster, but will have special duties assigned to him. Duties of Group Captain.

928B. An officer exercising a Wing Commander's command, will, as a rule, be exempted from serving as field officer of the day, and on other ordinary garrison duties, except when the Officer Commanding at the Station considers that, owing to the small number of field officers available it is not advisable to exempt him.

928C. Every Squadron Leader on the garrison duty roster will do garrison duty as a field officer. A brevet field officer will do duty as a field officer in camp and garrison, but he will also perform unit duties according to his unit rank. When performing garrison duties as a field officer he will be mounted. Squadron Leader, Brevet Field Officers.

929-933.

Daily Duties

934. At a home station the hours for "Reveille" "Retreat" and "Tattoo" will be:—"Reveille" varying from 5 a.m. in summer to 6.30 a.m. in winter; "Retreat" at sunset; "Tattoo" (last post) at 10 p.m. unless otherwise specially ordered. In the Yukon and Northern Territories these hours may be varied by an officer commanding to suit local conditions. Hours of Reveille, Retreat and Tattos.

935. Between Tattoo and Reveille no call will be sounded except "lights out" (which will be sounded a quarter of an hour after "last post") and "alarm", or other signal for Air Force to turn out. No bugle sounds, etc., after Tattoo.

936-937.

938. An officer of the day will be detailed in each unit to superintend duties. Subaltern of the day.

939.

940. Airmen will be warned for all duties, etc., by means of daily orders posted in a suitable place. Daily orders to be posted.

940A. The field officer of the day will be present at garrison guard mounting and will visit all such guards by day and night. He will take command of the piquets in case of fire, riot or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the O.C. the station, together with his own report.

Duties of the Field Officer of the day.

940B. In a small garrison, a Flight Lieutenant will do the duty of field officer of the day in the same manner, and in all respects as a field officer. When the guards are numerous or widely distributed, a Flight Lieutenant, as well as a field officer of the day, may be detailed, and the former may be directed to perform a portion of the field officer's duties.

Flight Lieutenant to act as Field Officer.

Guards and Piquets

941. An O.C. a station or camp will be responsible that the number of guards and piquets is the lowest possible, and they will be replaced, whenever possible, by a system of police. Guards and piquets will mount at the hours the O.C. the station may deem best suited to the climate and season. All guards and armed parties, before going on duty, will be inspected by the adjutant or some officer of their unit.

Guard mounting.

942. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out and on its return.

Duties of Commanders of Guards.

943. An officer or airman will not take off any article of clothing or accoutrements while on guard, but the wearing of the greatcoat or cloak in the guard room will be optional.

Guards not to take off Clothing.

944. The commander will visit his sentries at least twice a day and twice by night to ascertain that they are alert on their posts and acquainted with their orders and, in addition, he will send an N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals.

Visiting sentries.

945. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any N.C.O. or airman to quit the guard without leave, which will be granted for special purposes.

Officers and men not to quit their guards.

946. Every guard will turn out at the commencement of the Reveille, Retreat or Tattoo sounding. The commander will then carefully inspect it.

Reveille, Retreat and Tattoo.

947. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered.

Fire or
other Alarm.

948. Sentries will be relieved every two hours; but at night or in cold or inclement weather, they may, at the discretion of the C.O., be relieved every hour. At the discretion of the C.O., in severe weather, cocoa is to be issued, free of charge, at some period of the night for each man of the guard.

Relief of
Sentries.

949.

950. A commander will render a guard report. He will also send an immediate report to the adjutant or orderly officer of the day of any unusual occurrence on or near his guard.

Guard
Reports.

951. A patrol or piquet detailed to assist the civil authorities or to quell a disturbance in which air-men are concerned, will be armed and provided with ammunition and when employed in the actual suppression of disturbances will be under the command of an officer.

Patrols,
detached to
assist the
Civil
authorities.

952. Every guard will be dismissed on its unit parade, where it will be inspected and its arms examined. In the case of an officers' guard, the men will be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is an N.C.O., a report will be made to the adjutant or orderly officer previous to dismissal.

Inspection
of Guards
on being
dismounted.

953. A young officer will be placed on guard with a senior officer, as supernumerary, for instruction.

Young
Officers.

954. All stores and furniture (including watch coats) in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness and will, in his report, note the condition of each article when taken over.

Commander
responsible
for Stores, etc.

The C.O. of all units, stations and depots will make such local orders as he considers necessary to prevent the improper removal of Government stores of any kind from the unit, station or depot under his command. If he considers it to be necessary, he will give orders for every man to be searched on leaving or on returning to the unit, station or depot for any purpose. He will arrange for this to be done in the presence of an officer.

**Duties of the Royal Canadian Air Force in Aid
of the Civil Power**

Under Revision
(955 to 983 inclusive)

Duties in Regard to Buildings

984. The C.O. of a Unit, under the direction of superior authority, will be responsible for the care and sanitation of buildings, enclosures and ground placed in his charge. Responsibility of Command-ing Officer.

985.

986. The C.O., when practicable, will attend the inspection of his own barrack rooms and buildings; a medical Officer will attend that of sick quarters or hospital. These Officers will attest, by their signatures in the notebook of the Officer making the inspection, the list of damages or losses to be assessed in their respective departments, or object on the spot to any charge against which they wish to appeal. The District Engineer Officer or his Representative will also initial the service officer's note-book. Attendance of Officers.

987. The receipts of periodical and marching-out inspection reports will be immediately acknowledged by Commanding Officers and Paymasters by letter to the Officer from whom they are received. Commanding Officers will then forthwith give written notice to the D.E.O. or District Supply and Transport Officer of the items against which they intend to appeal. If the charges are maintained by the assessing authority, the case will be submitted to the D.O.C. who will deal with it in the manner laid down in paras. 670 and 670A. Notice of Appeals.

988. The amount of damages to buildings or losses of Works and Buildings fixtures assessed against the R.C.A.F. at any inspection of buildings will be charged as far as possible against individuals. Should it be impossible to fix personal responsibility for any damage caused by wilful act or negligence of any individual or individuals, due investigation will be made into the circumstances by the commanding officer, and should the amount not exceed Twenty-five Dollars and any individual share not exceed One Dollar, the commanding officer may himself make a general charge against the individuals closely concerned, or report the matter for a decision of higher authority. If the amount of damage exceeds twenty-five Dollars, a Court of Assessment of Individuals.

Inquiry is to be held to determine whether a general charge is to be made, and the proceedings are to be submitted through the usual channels to the Minister for approval.

989. When the date on which the damage caused by wilful act or negligence was done can be ascertained, the amount is to be divided amongst all those quartered in the premises on that day. When it is only possible to determine the dates between which damage was done, regard should be had to the length of time during which each man was in quarters.

990. Sports grounds and places of outdoor recreation are part of works and buildings establishment, and the expense of repairing injury done to them by airmen is chargeable as barrack damages. Sports Grounds, etc.

991. A N.C.O. in charge of a room will bring to notice at once any losses or damages, so that responsibility may be fixed upon the individuals liable. N.C.O. in charge of rooms.

Service Inspections.

992. During the first week in every month the C.O. of the Unit occupying a station or an Officer deputed by him will make an inspection of the buildings, stores and bedding in possession of the unit, and will note the repairs to be made. This inspection will be unnecessary in those months in which the periodical inspection is made by the District Engineer Officer or his representative. After these monthly inspections the C.O. will forward a demand for the repairs required. Periodical Inspections.

Medical Inspections

993. A Medical Officer is to inspect the whole of the buildings, including the married quarters, at frequent and uncertain intervals. He will note in his sanitary diary any defects in cleanliness or sanitation, and will pass the diary to the C.O. concerned, who, after recording it in the action taken, will return it to the medical officer. Medical Inspections.

Senior Medical Officers will examine and sign the diary at their inspections.

994. Senior Medical Officers will submit to the D.O.C. the dates proposed for the periodical sanitary inspection of buildings, and the dates, when approved, will be published in District Orders. These inspections will be attended by: (1) a Senior Officer to represent the C.O. of the unit in occupation of the buildings, if the C.O. is unable to attend, (2) a representative of the D.E.O., (3) the Medical Officer of the station or unit concerned. Periodical Sanitary Inspections.

994A. Serious defects in the sanitary condition of a building, brought to notice at these inspections, will be reported to District Headquarters, through the D.E.O., who will record his opinion as to possible remedies and the cost thereof. The matter will then be dealt with as provided for in paragraph 1038A.

Works and Buildings Inspections

995. An officer of the R.C.E. will inspect the barracks quarterly with reference to any repairs that may be required. An Officer will be detailed by the C.O. of the Unit concerned to attend the inspection. Quarterly.

996. D.E.O. will inspect barracks yearly and will furnish a report thereon to the D.O.C. concerned, calling attention to sanitary conditions. The C.O. of the station will detail an Officer, not below the rank of flight lieutenant, if available, to attend the inspection. The report of this inspection will be forwarded through the D.O.C. to the Minister. Yearly.

997.

Marching in and Marching out Inspections

998. To save time and labour these inspections will, whenever possible, be combined. Combined Inspections.

999. The C.O. of a unit, in conjunction with an officer of the R.C.E. will cause all buildings and fixtures allotted for the use of Air Force personnel to be inspected (if possible before the arrival of the incoming unit) to ascertain their condition. This inspection will be carried out by an officer not below the rank of flight lieutenant. The unit then becomes responsible for the buildings and fixtures handed over. Taking over Buildings.

1000. A party, not exceeding two officers and six airmen, will take over buildings for an incoming unit. This party unaccompanied by any families, should precede the unit, and a party of the same strength should be left to hand over the buildings. Detachment to take and hand over.

1001. An Officer taking over buildings on behalf of a unit will initial and date each fixtures inventory before leaving the room, or quarter; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement, so that he need not refrain from initialling the inventories. Officer taking over buildings.

1002.

1003. When a unit is ordered to hand over buildings, the C.O. of the station will give to the R.C.E. Officer the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching out inspection. Notice of Movements to be given.

At this inspection an experienced Officer, representing the C.O. of the station, will accompany the R.C.E. Officer in going over the whole of the buildings, and in assessing the damages. Before leaving each room, or quarter, the former officer will attest by his signature in the note-book of the R.C.E. Officer the correctness of the damages or deficiencies noted therein, or object, on the spot, to any charge against which he wishes to appeal.

1003A. As soon as possible after marching in, the C.O. will sign a certificate in duplicate, that he has taken possession of the barracks. Certificate after Marching in.

Appropriation and Equipment

1004. The appropriation of each building, etc., will be lettered on the door in agreement with the particulars given in Form prescribed. The appropriation of each room and the number of fuel units allowed will be recorded on Form prescribed. An alteration of the appropriation will not be made except as described in paragraph 1038. Appropriation.

1005.

1006. Alterations or additions will not be made to rooms or buildings by any officer or airman without the sanction of the O.C., who may approve minor alterations not affecting accommodation and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report, accompanied by the necessary drawings, should at once be made to the Minister. Temporary buildings, huts or stands may be similarly approved by the D.O.C. as well as the erection of a stage within a building. Such erection will not be taken into use until it has been passed as fit, specially with regard to risks of fire, by the D.E.D. Any person who makes an unauthorized alteration in the gas, electric light, or water fittings or interior arrangements of any building allotted for the use of the Air Force, will be liable to pay for any excess of gas, electric current, or water consumed, and the expense of replacing the fittings as they originally stood. Private alterations or additions.

Machinery, plant or fittings which have been supplied by units or individuals, will not be taken over for maintenance by the R.C.A.F. unless prior authority for their provision has been obtained from the Minister.

1007. Unoccupied buildings at a station as well as buildings in the actual possession of the Air Force, are, as regards their security, under the charge of the C.O. Protection of unoccupied buildings.

1008. A D.O.C. may sanction the temporary use of spare accommodation for Air Force purposes; (1) when no expense to the public is involved; or (2) when the purpose is one usually provided for at the public cost, and the expense involved is within the limits prescribed. Temporary use of available accommodation.

Sanitation

1009. In cases of communicable disease every care will be taken to secure that articles likely to convey infection are not returned to store. Should there be any reason to believe that infected articles of bedding, clothing, tentage, etc., have been so returned, the officer in charge of the stores will be at once warned. Infected Articles.

1010. The windows of every barrack room will be opened sufficiently to allow of free ventilation, and will be kept open as far as the weather and season admit. Ventilation.

1011. Tanks used by a unit will be periodically cleaned out by the Engineers, and cisterns, where accessible, by the unit sanitary detachment. Cleaning of Tanks and Cisterns.

Engineers

1012. The cleaning of surface drains and catch pits and the flushing of latrines, where skilled labour is not required will be performed by the unit sanitary detachment, assisted, where necessary, by a fatigue party. Cleaning of Drains, Latrines, etc.

1013. Attention will be paid at all times to the state of latrines and urinals, and to the disinfecting of ash-bins. The C.O. will issue special orders that improper articles be not thrown into them or into the drains. Sanitary arrangements.

1014. The C.O. is responsible that the duties appertaining to water supply are performed with regularity by the unit. Responsibility of C.O. for water supply duties.

1015. Cows, pigs, goats, poultry, etc., will not be kept unless the sanction of the D.O.C. in consultation Animals prohibited.

with the D.M.O. of the District or Command has been obtained, nor will horses and dogs be allowed to run loose within the boundaries of a station.

1016. Yards and parade grounds will be kept in order by the unit. Accumulations of snow on the roof of any building, occupied or not, will be removed by the unit, under the supervision of the section officer. Yards and Parade Grounds to be kept clean.

Precautions Against Fire

1017. At all stations a Fire Committee will be appointed consisting of not less than three members, and including, if possible, a R.C.E. Officer. The president appointed should be an officer of field rank, if possible. Fire Committee.

The duties of fire committees will be to organize fire services, arrange decentralization, frame local orders, and hold inspections of the fire appliances, at which officers and men will turn out as at a fire. These inspections will be made without warning and will be carried out quarterly. Duties of Fire Committees.

A form will be filled in and signed by the president and members of the fire committee after each inspection, and forwarded, one copy to the D.O.C. of the area or command concerned for remarks and transmission to the Minister, one copy to The Chief of the Air Staff, and one copy to the C.O. of the station for information and retention as a record of the inspections made. Fire Inspection Form.

At least two members of the committee should be present at each inspection.

A member of the fire committee should be detailed for every committee on the siting of theatres, recreation rooms, cinema buildings, motor garages, stores for petrol, dope, mineral oil and incinerators. Siting Committee Co-operation

Fire committees will arrange for the co-operation, when possible, of civil or military fire brigades within reasonable distance.

Members of a fire committee available when an outbreak of fire occurs in their district should attend at the scene of the fire, and record notes for the court of inquiry.

1018. Petroleum spirit for private use will not be stored or sold in barracks or hutment camps. Petrol and Paraffin Stores.

1018A. The following instructions are to be strictly observed in H.M. Canadian Seaplane carrying ships:—

- (i) The seaplane hangar and workshop, when below the weather deck, and the petrol and paraffin stores are to be regarded as danger spaces.

- (ii) No open fires or naked lights of any description are to be allowed anywhere in the vicinity of these spaces. Safety electric lamps may be used when required, in addition to the electric light installation fitted in the ship.
- (iii) Matches are to be surrendered by all men going down into the petrol stores and by all men actually working in the hangar or workshop, and kept in safety.
- (iv) In framing smoking regulations for the ship's company, the C.O. is to bear in mind the possible danger from petrol in the danger spaces mentioned in paragraph (1), special care in framing the regulations being taken accordingly.
- (v) Before re-entering any of the above-mentioned spaces situated below the weather deck, after they have been closed for a time, the exhaust fans are to be run for such periods as are considered necessary, and men on first entering are to be kept in observation in case of any detrimental effect of petrol vapour. If the spaces have been closed for a long period, as an additional precaution pending further experience, each man on first entering is to have a life line. The exhaust fans are to be kept running as far as possible during the whole of the period that the various compartments are in use, and, in addition, at other times, to such an extent as may be considered desirable to prevent accumulation of petrol vapour. In the case of the hangar, ventilating arrangements, such as a door, scuttles, shutters, etc., are to be kept open as much as possible, and in such a manner that a good current of air is passing continually through the hangar.
- (vi) The petrol and paraffin stores are to be regarded as especially dangerous places for men to enter, and the precautions are at all times to be fully taken in entering these spaces. No person is to be allowed to enter these store-rooms on any pretence whatever, without the express authority and in the presence of a responsible officer or petty officer.
- (vii) The utmost care is to be exercised to ensure that both empty and full petrol and paraffin cans and barrels are always kept with their proper stoppers screwed home and with the stoppers or bungs turned upwards.
- (viii) It must be remembered that petrol vapour has a very remarkable property of creeping into spaces adjacent to those in which the petrol vapour arises, and may ultimately find its way to unexpected positions beyond the limits of hangar,

workshop and storeroom. The air in these compartments is to be tested with the Philip and Steele inflammable vapour detector, if fitted, at least twice a day. In cases where inflammable vapour is detected, the strictest precautions are to be taken to prevent its ignition by light or sparks, etc., and immediate steps are to be taken to remove the foul air by means of the ventilation provided. Officers and men should be on the alert to bring to notice immediately any suspicion of accumulation of petrol vapour in other parts of the ship. The C.O. will then take steps such as he considers necessary for safety and for the removal of the causes of danger.

- (ix) The usual precautions are to be followed, including the hoisting of approved danger signals, when embarking or disembarking petrol.
- (x) The keys of the petrol store are to be treated in a similar manner to magazine keys and the keys kept on the magazine keyboard.
- (xi) Inflammable dope and acetone are to be treated similarly to petrol, and are to be kept in the petrol store.
- (xii) Where a steam drench is fitted to the petrol store, a responsible person is to be detailed for the turning on of the drench should it be necessary in the event of fire or action. The steam drench stop valve is to be fitted with a padlock, and the keys for the padlock are to be treated in all respects similarly to magazine flood keys.

1019. In all barracks or stations where mineral or highly inflammable oils are kept for sale in institutes or for public or private use, the following rules will be strictly adhered to:—

- (i) A board must be assembled to decide what quantity may safely be kept in store, the place in which it is to be kept and the regulations under which it may be issued.
- (ii) The board will be guided by local enactments and will conform thereto as far as circumstances allow.
- (iii) The proceedings will be submitted for the approval and remarks of the D.O.C., etc., who will ensure periodical inspections to be made, so as to ensure that the necessary arrangements are carried out. In framing these regulations it will be necessary to guard against the oil being stored in places to which men can have access after dark and to direct that lights

be not taken into store at any time. Proximity to magazines and storehouses must invariably be avoided, and the hours of issue must be such as to ensure the utmost precautions are used to avoid danger from fire. In all places where oil is stored a box of sand or dry earth should be placed, to be thrown at once on any oil or spirit that may have become ignited. Water should not be used. When practicable an officer of the R.C.E. will be a member of this board.

1020. The C.O. will see that instructions as to the use of Mineral Oil Lamps are hung up in every building where mineral oil lamps are used. Mineral Oil Lamps.

1021. Suitable sheds for the storage in barracks of motor vehicles which are the private property of officers may be erected at the expense of the officers concerned, as encroachments, under existing regulations. The following rules will be adhered to, and copies will be affixed to the walls of the sheds:— Motor Vehicles, storage of.

- (i) Replenishment of fuel tanks of motor cars or bicycles may only be made in the open air at a distance of not less than ten yards from any shed or other building.
- (ii) In the case of motor vehicles fitted with burners, no burner is to be lighted, or be allowed to remain alight, within ten yards of any shed or building, or pile of inflammable material.
- (iii) Smoking is not allowed within the sheds.

1022. Lights or freshly made up fires will not be allowed in barracks, rooms or buildings occupied by Air Forces, except in hospitals, latrines, guard houses, galleries or stables, later than a quarter of an hour after the last post, when an officer will visit the barracks to see that this order is obeyed. Lights are permitted in messes up to 11 p.m. Airmen are prohibited from smoking in buildings or tents where there is loose straw. The use of oil stoves or lamps, except where authorized as public issues, will only be allowed with the express sanction of the C.O. Oil stoves are not to be placed directly on wood, and their position must be carefully inspected to obviate the risks of fire. Stoves standing on three feet will not be allowed in any circumstances. The occupants of married quarters should be cautioned to be careful in the use of fires and lights, especially mineral oil lamps, and against the use of cheap oils with a low flashing point, and lamps with glass receivers. The draping of mantel-pieces in government quarters is prohibited, and care should be taken Precautions against Fire.

that curtains are so arranged that contact with fire-places, gas-jets, etc., is impossible. Fireworks or bonfires in the barracks or camps are prohibited. In hutment camps the throwing away of unextinguished cigarettes, cigars, match ends, or pipe ashes is strictly forbidden.

1022A. Buildings containing aircraft, equipment or technical stores will be inspected by a responsible person daily within two hours after the cessation of work.

Fire pre-
cautions.
Flight Sheds,
Hangars, Store
Buildings.

Smoking is prohibited inside these buildings and in structures, internal or external, which open directly into them.

The accumulation of empty petrol tins, waste impregnated with petrol or dope and any other combustible rubbish will not be permitted.

The greatest care will be exercised in handling and use of petrol and dope, and the exposure of volatile spirit in the vicinity of a lighted stove, naked light or flame or a running internal combustion engine is prohibited.

Receptacles containing petrol or dope which is not required for immediate use will not be retained within the buildings, otherwise than in the authorized store.

Special precautions are to be taken during the filling and emptying of petrol tanks in aircraft. The tanks of machines that are in storage or in transit by road, rail or sea are not to contain petrol or oil.

It is observed that flight sheds, hangars, and store buildings containing aircraft or technical equipment, power houses and pumping plant, petrol and explosive stores, contain the most valuable as well as the most inflammable material on the station, and are therefore of the first importance. In cases of special emergency additional fire appliances will be concentrated, hose coupled up to hydrants and laid ready, and special guards mounted over these buildings.

1023. The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the gas or electric light is turned off and that there is nothing which might lead to an outbreak of fire. In messes, canteens, etc., all rooms in which fires or lights have been used during the day will be swept out before being closed at night. The raking out of a fire on the hearthstone should be avoided. Towards the time for "lights out" in the case of

occupied buildings, other than hospitals and guard-houses, or the time for closing in the case of buildings unoccupied at night, all fires should be allowed to die down as much as possible. A duplicate key or spanner of all gas-cocks or master key of locked cupboards in cases where the cocks are boxed in, will be kept in the guardroom to enable the gas to be promptly turned off from any building in case of fire.

1024. Immediately after Air Forces enter upon the Fire Piquet. occupation of any barracks, the C.O. will appoint a N.C.O., and a party of airmen as fire-fighters and fire-piquet. Fire-fighters should be considered as pioneers in:—

- (i) Rendering first aid extinguishing or limiting a fire.
- (ii) Saving people from a burning building.
- (iii) Salvage of property. Chemical Fire Extinguishers and all first aid appliances will be examined daily. Where large numbers of chemical extinguishers are installed, one at least will be blown off monthly, and all overhauled once in every six months.

The Commanding Officer will see that fire engines are kept clean and the hose in serviceable condition. All the fire appliances, including hydrant covers, hydrants, hoses, reels, spanners, hydrant key, extinguishers, smoke helmets, etc., are to be inspected and tested once a month by an officer detailed by the C.O. Care of Fire Engines.

1024A. Instructions regarding fire-piquets, etc., should be posted up in each orderly room and fire engine house or shelter. Instructions.

The supply of Tetrachloride patent fire extinguishers is to be limited to the following services:—

Motor Boats.
Motor Vehicles.
Aeroplanes.
Seaplanes.
Airships.

Boxes filled with sand will be placed in all buildings, yards, etc., where petrol or other mineral oil is used or stored. Sand Boxes.

1025. Notice boards should be put up in all barracks showing where the keys of the fire engines and engine house will be found.

1026. Officers commanding stations should frame local regulations defining the duties and distribution of the Air Forces in the event of fire breaking out either within their barracks or in their neighbourhood. The Air Forces should be practised by day and night in Practice with Fire engines.

turning out and concentrating upon any given spot, with the fire engines and apparatus. In wooden hut encampments the fire screens and fire appliances will be distributed at convenient and accessible spots.

1027. When hand-pumps are specially authorized they will be kept in a prominent position inside the building with a group of three to five fire buckets filled with water. A small notice board, painted bright red, and lettered in white, should be fixed at this point, indicating it as a fixed station for these appliances. Hand pumps.

1028. If an escape of gas occurs in barracks, the lights will be turned of immediately and the upper sashes of the windows opened. Gas escape.

1029. An officer or airman, as well as any other person in Air Force employ, will be liable to make good damage done to Government property by fire the result of his own neglect, but in view of the large sum to which liability may extend in such cases the amount to be recovered will usually be limited to the equivalent of a week's pay of the individual who is held responsible. Liability for damage by fire.

1030. Whenever a fire, explosion or similar occurrence involving the destruction of public property takes place in any barrack building, a court of inquiry (to include an Engineer Officer, if available at the station) will be immediately assembled to investigate the cause of it. Court of Inquiry to assemble after fire or accident.

1031. In the case of fire the main points to be investigated are:— Points to be investigated.

- (i) The cause and origin of the fire.
- (ii) By whom it was discovered.
- (iii) The action taken by the person or persons making the discovery.
- (iv) To whom the fire was first reported by the person making the discovery.
- (v) The length of time between the discovering of the fire and the sounding of the alarm.
- (vi) What officer was in command of the fire arrangements.
- (vii) The length of time after the alarm before the appliances were at work and a jet or jets playing on the fire.
- (viii) Whether the fire piquet turned out in sufficient numbers and with promptitude, and what first aid measures were adopted and with what results.
- (ix) Whether there was any failure as regards water supply, hydrants, or the working of the fire appliances generally.

- (x) The action taken to warn the corporation or other local fire brigade of the outbreak.
- (xi) The length of time between the warning of the corporation or other local fire brigade and the arrival of assistance.
- (xii) The extent of the assistance given by corporation or other local brigade.
- (xiii) The period from the alarm until the outbreak was extinguished.
- (xiv) The extent of the damage done to (a) persons, (b) buildings, (c) contents of buildings.
- (xv) The person or persons, service and/or civilian, who were last on the premises before the fire was discovered and their movements and activities at that time.
- (xvi) Responsibility for the outbreak of fire.

A rough sketch plan of the structure involved showing the nearest hydrants, the manner in which the contents of the buildings were placed, and the area and presumed point of origin of the fire, should be appended to the proceedings of each Court of Inquiry, and also a copy of the last Fire Committee Inspection Report.

1032. An estimate of the cost of structural repairs will be attached to the proceedings of the court, which will be sent to the D.O.C. the area or command concerned, who will deal with the case in the manner laid down in paragraph 670. Estimate to be attached to proceedings.

1033. When a fire of an extensive nature occurs, causing loss of accommodation at a station, an immediate report will be made to Defence Council, stating the number of men or aircraft displaced and how they will be temporarily accommodated. Loss of accommodation

1034. Insurance of any kind against fire or any other risk of private property in barracks, or on board a transport will not be affected by an officer or airman without the knowledge of his C.O. Insurance of private property.

Re-appropriation, Sites for Buildings and New Buildings

1035. A board assembled to report on re-appropriation on sites for buildings, or on new buildings, will consist of (i) an officer of or above the rank of squadron leader as president, (ii) an officer of the unit concerned, (iii) an R.C.E. officer. A medical officer will also be detailed as a member of all boards dealing with sites for buildings or new buildings. Board on reappropriation of sites, etc.

1036. The proceedings of the board will be referred for the remarks of the head of the department concerned in the command.

1037. In minor cases not affecting quarters, it will be unnecessary to assemble a board, but the opinion of the C.O. and of other officers concerned will be obtained. Dispensing with board.

1038. It is the duty of a C.O. or head of service or department to bring to notice any re-appropriation which, in his opinion, would lead to economy and be of advantage to the service. Any proposal for the re-appropriation of buildings in use by troops will be transmitted to the D.S. and T.O. for submission to the D.O.C., who will report with his recommendations, to Defence Headquarters, stating what funds, if any, he has at his disposal locally. Proposed reappropriation.

Except in a case of special urgency, which could not have been foreseen, a proposal for re-appropriation for which funds cannot be provided locally, and which cannot be carried out until funds are available, will only be put forward with the annual estimates. Funds available.

1038A. Proposals for the sale or demolition of buildings at permanent R.C.A.F. Stations, which are considered to be no longer fit for use or for further repair will be submitted by the Works Officer to the C.O. of the unit, who will report his opinion whether the building can be utilized for air force purposes, and will pass the papers to the D.E.O. who will record his opinion, and forward to the D.O.C. The recommendations of the D.O.C. as to the disposal of the building will be transmitted to the Defence Council.

1039. Whenever it is proposed to construct buildings, either for use of troops or upon land appropriated for their use, the D.E.O. will forward a plan of the site he suggests, with his reasons for the selection, to the D.O.C. Sites for buildings.

1040. When the completion of new or reconstructed barrack buildings is reported by the R.C.E. or Public Works Department, a board will be assembled (vide Regulations for Engineer Services, Canada) to report on its fitness for occupation. New buildings, completion of.

1041. Proceedings of boards or reports on new or reconstructed buildings will be accompanied by a statement of the particulars of the accommodation reported thereon. This statement will be prepared by the District Engineer Officer or his Representative in charge, and be retained by the C.O. of the station. Details of new accommodation.

1042. In the case of a new barrack or extensive addition to a barrack, the D.O.C. will report the handing over as soon as it has taken place, quoting Report to Defence Headquarters.

the item of estimates or other authority for the work, the report to be accompanied by the proceedings of the board and by a statement of the accommodation.

Miscellaneous Barrack Duties

1043. The O.C. will exercise a careful supervision over the consumption of gas, electric current and water. During frosty weather the instructions contained in Regulations for Engineer Services will be observed. When there has been an excessive consumption of gas, electric current or water, the D.O.C. will direct the D.E.O. to report whether the excess can be traced to any defect in works under the charge of the Section Officer. Twenty gallons a day for each officer, man, woman and child, should be an adequate supply of water for all purposes in barracks. For the personnel and patients in hospitals, 50 gallons per head daily may be taken as a guide to the quantity of water required. Any higher rate will be closely inquired into.

Consumption gas and water.

Report on excessive consumption.

Water scale.

1043A. A barrack subordinate will not have any duties in connection with supplies or provisions or forage from contractors, and will not be called upon for an opinion with regard to such supplies. He will not be employed in making purchases in default. When there is not a supply officer at the station this will be done by a unit officer under the direction of the C.O.

Responsibility in regard to supplies.

1043B. A C.O. will restrict the admission of strangers into barracks, and will exclude all persons not of respectable appearance.

Admission of strangers.

Responsibility for Safety of Department of National Defence Wharves, Etc.

1044. Officers in charge of wharves, piers, landing stages, or foreshores, used for air force purposes, or of hired vessels for berthing or mooring purposes, are responsible that such are safe.

In the event of any of the structures, berthings, moorings, etc., becoming unsafe at any time, the responsible officer will take steps for its use to be discontinued until it has been placed in a safe condition again.

A notice board, with a warning as to its unsafe condition, will be exhibited in a conspicuous position near the part concerned, and steps will be taken through the proper channel to have any necessary repairs executed with the least possible delay.

1045. The following regulations are to be observed in the cases of officers and men who desire to visit Air Stations.

(1) Officers unless they have been invited by an officer attached to the station, are not to take their relatives and friends to a station, except after 4 p.m. on Thursdays and Saturdays and 2 p.m. on Sundays, until sunset on each day, having previously asked the C.O. of the station if it is convenient to him. Visitors to Air Stations.

(2) Any officer or airman desirous of having a relative or friend as a visitor at a station is to obtain permission beforehand from the C.O., furnishing at the time the full names and addresses of the visitors. He is to meet the visitors at the entrance to the station, where a book is kept wherein the visitor is to write his (or her) full name and address.

(3) Under no circumstances are visitors of foreign nationalities to be allowed to visit Air Stations without sanction of Defence Council being first obtained on each occasion.

1046-1051.

Allotment and Occupation of Quarters

1052. The custody of barracks and the duty of handing over the requisite accommodation to Units of the R.C.A.F., will rest with the District Supply and Transport Officer. Authority for allocation of Quarters.

1052A. Officers Commanding, R.C.A.F. Units will apply to the District Supply and Transport Officer for any changes in, or additions to accommodation that may be required. Application for Quarters.

1052B. Officers Commanding Units will be responsible for the care and sanitation of barracks, barrack enclosures, Department of National Defence Buildings and grounds placed in their charge. They are further responsible that the allotment of accommodation within their units is in accordance with the Regulations. Responsibility of the Officer Commanding the Unit.

1053. The following may live out of barracks whether accommodation is available or not:— Exemption from occupation.

- (i) An officer attached to a station for a period under eight days of temporary duty not requiring him to take his heavy baggage. This period may be exceeded up to a total limit of thirty days under authority of the O.C., when he is satisfied that the circumstances of the case justify this exceptional treatment.

- (ii) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the O.C. to interfere with the due performance of his work. The officer must, however, reside nearer his work than he would do if quartered in barracks.

1053A. An officer's claim to choice of quarters will be governed by his precedence.

When an officer has been put in possession of a quarter by proper authority, he is not to be dispossessed by an officer of corresponding rank.

1053B. Officers will not be placed on the lodging list when, although all quarters allotted to their units are occupied, accommodation is available elsewhere at the station, provided it is within half a mile of their mess.

1053C. Quarters appropriated for, but not occupied by a quartermaster or an officer of similar position, will be utilized for some other officer or officers in order to reduce the lodging list, provided that there is no early prospect of the quarters being required for their original purpose.

1054.

1054A. An officer has not a right to a quarter which he does not occupy except (i) a C.O. in lodgings, who may have a room in barracks, if he does not thereby exclude another officer; (ii) a married officer, not drawing lodging allowance, who is permitted to reside out of barracks.

Unoccupied quarters.

1054B. A quarter will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave, provided such absence is not expected to exceed two months.

Surrender or retention of quarters during absence.

Should the absence be extended beyond two months, the quarter may, in special cases, be retained for the further period on the authority of the Chief of the Air Staff.

Nothing in this paragraph will give an officer a right to the retention of his quarter during absence in cases where the O.C. thinks it is desirable to make other arrangements.

1055. Commanding officers may be provided with official residences if available.

Residences.

1055A. (1) The only officers of the Permanent Active Air Force who are entitled to be carried on the married establishment and to occupy married quarters, if available, are:—

Married Roll—Officers.

- (a) Married officers holding the rank of Flight Lieutenant or higher rank.

- (b) Married officers of the Permanent Active Air Force holding the rank of Flying or Pilot Officer who immediately from continuous employment under the Air Board, in any capacity, were granted commissions in the Permanent Active Air Force and who were married prior to such a grant of commission.
- (c) Married officers holding the rank of Flying or Pilot Officer who are twenty-eight years of age or over, have had four years or more service under the Air Board or in the Permanent Active Air Force and have been authorized to be placed on the married establishment by the Minister on the recommendation of their Commanding Officers and District Officers Commanding and the Chief of the Air Staff.
- (d) Married officers, holding the rank of Flying or Pilot Officer, who have been granted commissions from the ranks and were married prior to being granted such commissions. (Effective 1-1-26).

(2) An officer, in respect of whom the conditions required by sub-paragraph (1) above cease to exist, will be allowed to continue in occupation of his married quarters for a period not exceeding thirty days following the date upon which such conditions ceased to exist.

(3) For the purposes of this paragraph the term "married officer" includes an officer who is a widower with a family, or if divorced has a family, and "family" means the officer's wife, unmarried daughters or step-daughters residing with him and dependent upon him, sons or step-sons under 18 years of age, and, if authorized by the Minister, sons or step-sons 18 years of age or over suffering from mental or bodily infirmity and wholly or partly dependent upon the officer.

1055B. No officer of the Permanent Active Air Force holding the rank of Flying Officer or Pilot Officer shall be permitted to marry unless he fulfils the following conditions.

(1) Has 4 years' service as an officer in the Permanent Active Air Force.

(2) Has obtained the necessary qualifications for promotion to the rank of Flight Lieutenant.

(3) Has satisfied the Chief of the Air Staff that he has sufficient private means to supplement his Pay and Allowances to an amount equal to the total emoluments of the lowest rate he would receive as a Flight Lieutenant on the married establishment.

He will not, however, be entitled to be placed on the married establishment until he is 28 years of age or becomes eligible under any of the other provisions of paragraph 1055A.

1056. (1) The selection of qualified officers to occupy married quarters will be made by the officer commanding. Allocation of married officers' quarters.

(2) In making this selection, qualified officers will ordinarily be given their choice in order of seniority and departures from this rule will generally be made only in the case of officers such as medical and veterinary officers, quarter-masters, adjutants, and stores officers, who are qualified and whose continued presence at the station is necessitated by the nature of their duty.

(3) An entitled officer to whom married quarters have been allotted will not be displaced by a senior entitled officer who may subsequently join the station.

(4) In the event of the death of an officer, or in the event of an officer being ordered away without his family to a station to which families are not entitled to proceed, or in other special circumstances, the family may remain in occupation for a reasonable period if they are unable to make arrangements for other accommodation in the meantime.

(5) In allotting married quarters, the following principles should be observed:

- (a) Unit officers should have precedence over staff officers.
- (b) Unit officers should be quartered as near as possible to their troops.
- (c) Distribution of quarters to Units should be on pro rata basis.

1057.

1058—1059.

1060. An occupant will at all times allow access to his residence or quarters to such officers, airmen and others as may be required to enter it in the performance of their duties. Access to quarters.

1061. An occupant will at once report to the medical officer any case of a notifiable disease which occurs in his household. Notifiable disease.

1062.

1063. The advantage of living in public quarters is a privilege that can only be retained so long as the regulations are fully complied with.

Allotment of Single Officers' Quarters

1064. (1) An officer's claim and choice of single quarters will be governed by his rank and seniority. Precedence.

(2) When an officer has been put in possession of a single quarter by proper authority, he will not be dispossessed by an officer of corresponding or lower rank.

(3) Single quarters will not be reserved for allotment to officers who may join a station for instructional purposes, if such a course necessitates officers (of any unit), who belong to the station, being placed on the lodging list. Officers temporarily attached.

(4) An officer has not a right to any single quarter which he does not occupy, except:

(a) A Commanding Officer in lodging may have a room in barracks, if he does not thereby exclude another officer.

(b) A married officer living out of barracks under para. 1065 (2).

(5) Single quarters will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave provided that such absence is not expected to exceed 42 days. Should the absence be extended beyond 42 days, the quarter may, in special cases, be retained for the further period on the authority of the Officer Commanding the station. Re-allotment.

(6) A single quarter may, if available, be allotted to an officer entitled to a married quarter in addition to his receiving quarters allowances, in respect of providing accommodation for his family in cases where, owing to the exigencies of the service, he is separated from his family. Allotment to married officers.

1065. (1) In the following cases, an officer will not be required to occupy a public quarter which is available for him. Exemption from occupation of public quarters.

(a) A Chaplain.

(b) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the Officer Commanding, to interfere with the due performance of his work.

(2) A Commanding Officer may grant permission to live out of barracks to any officer who is married.

1066.

1066A. A quarter may be retained (1) during a warrant officer's absence on leave; (2) during the temporary absence on duty of an unmarried warrant officer for a period of one month or less; (3) while a married warrant officer is in hospital, or absent on leave, or temporary duty, if his family remain in his quarters; (4) during the absence of a married warrant officer proceeding on active service ordered away without his family may occupy quarters until the quarters are otherwise required, or until the family can make other arrangements for residence during the absence of the husband.

1067. The following table is a guide to allotment:

Choice of quarters.

Number of rooms (Exclusive of scullery)	For allotment to an N.C.O. or man with
2	No children.
2	1 child.
3	2 or 3 children.
4	4 or more children, with any above the age of ten (10) of different sexes.

The above table will, however, only apply when the number of rooms are available.

1067A. The married establishment of the warrant officers, non-commissioned officers and men of the Permanent Active Air Force is fixed as below:—

Warrant Officers..	100 p.c.
N.C.O's above rank of Corporal.. . . .	100 p.c.
Corporals..	50 p.c.
Bandsmen..	50 p.c.
Other Rank and File..	15 p.c.

of the Limited Establishment of the Royal Canadian Air Force.

1068. Quarters may be retained.

Retention during absence.

- (i) By a N.C.O. or man on furlough.
- (ii) For necessary occupation by his family, during the time a N.C.O. or man is in hospital, on furlough, temporarily detached on duty without his family, or undergoing imprisonment or detention, provided the sentence does not exceed six months.
- (iii) During the absence of an airman on active service, or ordered away without his family, in which case the family may occupy quarters until the quarters are required, or until the family can make other arrangements for residence, during the absence of the husband.

1068B. N.C.O's and men are not entitled to special married quarters, though, subject to the conditions of para. 1068C, the choice of vacant quarters will be by seniority.

1068C. When allotting quarters, the number of children, their sexes and ages, will be taken into consideration. N.C.O.'s and men will, at all times, be required to occupy any unmarried quarters that can be suitably allotted to them, unless authorized to draw lodging allowance or consolidated rates of pay.

Non-Commissioned Officers and Aircraftmen not on Married Establishment

1069. A quarter may be retained during the absence of N.C.O. or man, on duty or furlough.

Retention during absence.

1069A. An unmarried sergeant will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise, he will be in the barrack-room with the men.

Unmarried Sergeants.

1070-1094.

Medical and Hospital Duties

1095. The men of each unit sent to hospital will be accompanied by a N.C.O., who will take with him the sick reports.

A man admitted to hospital will take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, a shaving brush, tooth brush, blacking brushes, tin of blacking and great-coat. The remainder of his kit, together with his arms and accoutrements will be taken into stores by his unit. Medals, trinkets, etc., will be retained by the C.O. of his unit, and moneys belonging to the airman will be credited to his account.

Should a patient be admitted to hospital for an infectious disease the medical authorities will communicate with his unit as regarding the disinfecting of kits.

1095A. All medical and hospital duties connected with the Air Force are governed by the Regulations for Canadian Army Medical Services and Standing Orders, Canadian Medical Service. Medical Regulations.

1096. Except in cases of accident or emergency, the sick will, at a home station, arrive at the hospital before 10 a.m. Locally they will arrive at the hours appointed locally. Hours of arrival at Hospital.

1097. When an airman is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge, if possible or as early as practicable, on the morning of his discharge, notify the fact in writing to the C.O. the unit concerned. The airman will be discharged from hospital after the tea hour. Discharge of airman from hospital.

1098. When an airman temporarily employed in a hospital is placed in arrest, the Medical Officer in charge will at once report the case to the man's C.O. for disposal, unless the airman's documents have been handed over to the Medical Officer, when the latter will himself dispose of the case. Arrest of Hospital Attendant.

1099.

1100. An offence committed by a patient in hospital will be reported at the time, and dealt with when the man is discharged from hospital. Offence by Patient in Hospital.

An offence committed by a patient in hospital who is on active service will be summarily dealt with by the Officer Commanding such hospital by award of the forfeiture of pay under the provisions of Section 46 (2) (d) of the Air Force Act if the patient is an air-craftman; and as provided for in para. 493, sections 6 and 7, if the patient is a non-commissioned officer.

1101. When a medical officer makes suggestions to the D.M.O. on matters affecting the health, comfort and accommodation of the troops, or the sanitary condition of the locality, the concurrence or otherwise of the local O.C. will be obtained and communicated to the D.M.O. Copies of reports or suggestions made to an O.C. will also be forwarded to the D.M.O.

Sanitary
Reports and
Suggestions.

1101A. When necessary a guard will be furnished to a hospital and the District Medical Officer will submit to the Officer Commanding the station any particular orders he recommends should be given to the guard.

Guard for
Hospital.

1102.

1102A. A unit officer will be allowed access to his men in hospital at suitable hours.

Visits.

1102B. A patient will not have money or valuables in his possession or receive pay or presents of food, drink or luxuries without the permission of the Medical Officer in charge, who will bring the airman's requirements to the notice of his C.O.

Rules for
Patients.

1102C. At stations where an inspection room is provided in barracks, the Medical Officer of the unit will there examine men reported sick, and airmen in arrest. The furniture of the room will be in charge of the unit occupying the barracks. The Officer Commanding the unit will furnish an orderly to be under the orders of the Medical Officer, whilst on duty.

Inspection
Room for
sick men.

1102D. The examination of the sick will be made at such hours as will enable them to reach the hospital before the hour of the morning visit.

Examination
of sick and
removal to
hospital.

1102E. The name of every airman reporting himself sick will be entered in the sick Report M.F.B. 292, which will be prepared in duplicate.

Sick Report.

1102F. When a patient in hospital is convalescent he should be discharged and should attend at the hospital or inspection room as directed for further treatment as an outpatient. The same rule will apply to an airman temporarily unfit but for whom treatment in hospital is not essential. He will be marked "attending hospital." (This will not apply to Auxiliary Active Air Force Camps of instruction). An airman "attending hospital" will not be permitted to leave barracks. According to medical recommendations, he will be relieved from all duties, or employed on light duties and fatigue.

Airmen
attending
Hospital.

1102G. Hospital attendants for all duties at the station hospital will be furnished by the Royal Canadian Army Medical Corps; medical officers may employ on light

Hospital
Attendants.

duties, without extra pay, patients whom they consider able to aid the hospital establishment. Should it ever become necessary to employ airmen from other units, Officers Commanding stations are authorized to furnish them an application of the Medical Officer and, while so employed, these airmen will not be available for other duties, nor, if it can be avoided, will they be relieved by others so long as their services are required. Should it become necessary to change them, due notice will always be given to the Medical Officer in care of the hospital.

1103.

1103A. On intimation from the medical authorities, Airman that an airman is dangerously ill in hospital, the Officer dangerously Commanding the unit will at once notify the next of ill kin. If the next of kin resides in Canada, the notification will be by telegram. The death of a patient will be similarly notified with full particulars.

1104.

1105. The term "family" will be understood to include Definition the wife of an airman and his legitimate children (or of family. step-children) under 14 years of age.

1106-1111.

1112. When an officer at a station employs a civilian Employment medical practitioner to attend upon himself or his of Civilian family, or when an airman does so for his family, he Practitioners. will at once report the circumstances (forwarding a certificate as to the nature of the illness) for the information of the C.O. and of the Medical Officer in charge. The medical officer is authorized to visit any case of sickness occurring in barracks and married quarters to enable him to take the necessary sanitary precautions.

1112A. When sick or wounded are sent to a field Kit of sick ambulance, their kits, arms, and accountrements will and wounded. accompany them.

1112B. A medical officer will not be required to be Medical on parade except at inspections, and on special circum- Officers stances when his professional services are required. on parade.

1113-1116.

Royal Canadian Air Force Music Services

1117.

1117A. Bands which do not conform to these regu- Forfeiture. lations will not be entitled to any grant in aid of of grant. bands made by the Department of National Defence.

1117B. The strength of bands is given in the establishment list. Establishment.

1118.

1118A. The airmen will be thoroughly trained and Efficiency. liable to serve in the ranks and the numbers stated will not be exceeded. Boys enlisted for training as musicians may be clothed like bandsmen provided expense to the public is not caused thereby.

1118B. (a) Subject to the approval of its Processions, etc. Commanding Officer any Royal Canadian Air Force band may appear in uniform and play in any procession unconnected with the Royal Canadian Air Force or at any meeting or demonstration unconnected with the Royal Canadian Air Force.

(b) Should a Commanding Officer at any time refuse to permit a band of his unit to take part in any procession, meeting, or demonstration unconnected with the Royal Canadian Air Force, he must immediately notify Defence Headquarters through the proper channel, his reasons for such refusal.

1118C. Bandmasters are responsible for the discipline Duties of Bandmasters as well as for the instruction of their bands. They will attend all parades with their bands, and will accompany and be responsible for them when they play in public places or attend an entertainment. Bandmasters are not permitted to wear plain clothes on duty, and when in uniform must be dressed in conformity with the regulation of the service.

1118D. A Bandsman in the Permanent Active Air Offences. Force, who commits an offence entailing an entry in the unit conduct book may, at the discretion of the C.O., be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded.

1118E. In order to ensure uniformity throughout the Uniformity of Pitch. bands of the Royal Canadian Air Force, the instruments will be of the pitch known as the "Kneller Hall" pitch, which is 479.3 vibrations at 60° fahrenheit for B flat corresponding to 452.4 for A and 538 for C at the same temperature, used in the bands throughout the British Army.

1118F. The authorized arrangement of the National National Anthem. Anthem will invariably be used. The correct time of the National Anthem is M.M.E. 84, and this will invariably be adhered to.

1119. All correspondence in connection with band engagements will be conducted by the Officer i/c band. An engagement is only to be entered into subject to the exigencies of air force duties. A clause to this effect should be embodied in any form of contract or agreement made. Engagements are not to be sought through the public press, nor will they be arranged for or accepted through musical or other agents,

Correspondence and Engagements.

1120. An engagement is not to be accepted on terms which are lower than those which would, in similar circumstances, be offered to a civilian band, or in order to replace a civilian band which is on strike. An airman is not to be permitted to accept employment to replace a civilian bandsman who is on strike.

Replacement of Strikers.

1121. All units should provide themselves with copies of "National Anthems of all Nations."

Foreign National Anthems.

1121A. Band property belonging to units will remain in unit custody, and will be replaced when necessary as provided in the "Pay and Allowance Regulations." All such property, except presentation instruments, etc., will, however, be regarded as vested in the Department of National Defence, and will not be alienated without the consent of the Minister. The Commanding Officer is responsible that band property of every description is always available and in a serviceable condition. Inspecting officers will satisfy themselves that these instructions are carried out.

Band Property.

1121B. Bugles, trumpets, drums and fifes, as specified in the Equipment Regulations, are supplied at the public expense to the authorized bands maintained in the Permanent Active Air Force, and in accordance with the Pay and Allowance Regulations a yearly allowance to each of these bands is granted to cover the purchase of additional instruments and music, etc., also for maintaining the instruments in a proper state of repair.

Supply of Instruments.

1121C. A unit musician should be encouraged to qualify for the position of sergeant-trumpeter, sergeant-bugler, or sergeant-drummer. It is the duty of the bandmaster to give instruction with this object so that there may be in every unit an airman who is trained and qualified to fill such appointments.

Training of Sergeant-Trumpeters, etc.

1121D. A bandmaster will also instruct the N.C.Os. of his band who voluntarily attend, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the

Instruction of N.C.O's by bandmaster

Royal Military School of Music for training as bandsmen:—

- (i) Elements of music; (ii) harmony; (iii) counterpoint; (up to 4 parts simple combined); (iv) instrumentation; (v) musical biography. The instruction should consist of at least two lessons a week of not less than half-an-hour's duration each.

Messes

1122-1129.

Officers' Messes

1130. Every officer on the training establishment or Reserve of a Unit, and every officer attached thereto, is to be a member of the unit mess. The Commanding Officer is responsible that all regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and must by his personal example and advice encourage economical habits and careful management.

1130A. All officers of the Royal Canadian Navy, the Permanent Active Militia of Canada and the Permanent Active Air Force are *ipso facto* honorary members of the various messes of units of the Permanent Active Air Force.

1130B. Copies of the standard rules for Royal Canadian Air Force Officers' messes issued in pamphlet form are to be in possession of every mess.

The rules have been compiled from many sources, and are based on customs which have stood the test of time.

Where it may be necessary for local or other reasons to amend, cancel, or expand these rules, additional sheets should be inserted in the mess rules, but the standard rules are to be adopted by every officers' mess and are not to be interfered with, except on the authority of the commanding officer, after a quarterly mess meeting has been held.

1131. The accounts of the officers' mess will be laid every month before an audit board, which is to be ordered to assemble by the officer commanding the station, and is to be composed of the three senior officers present and available in the station. The Board will examine all vouchers and bank passbooks and satisfy itself that liabilities are not omitted from the balance-sheet, that assets are not over estimated, and that cash credits are actually available.

Control of
Expenditure.

The balances of the various funds will be entered in the proceedings, and the board will record thereon that the above instructions have been carried out and will finally submit them to the C.O. for approval and signature. The proceedings will invariably be placed before the inspecting officer at his inspection, referred to in paragraph 1133.

Should the C.O. discern from examination of the mess books at any time or from scrutiny of the proceedings of the audit board that excess, extravagance, or irregularity has occurred, he is to give such directions as he may think proper in order to prevent a repetition and, if necessary, report the matter to his superior officer.

1132. Officers' messes will be managed as "station" Character
messes, which will be established at stations where of Messes.
R.C.A.F. units are normally quartered.

The rules, governing a station mess, as distinct from other messes, are that the furniture and other property of the mess purchased out of the mess funds, all plate and presents to the mess, and all cash assets are the property of the mess, and may not be removed by any outgoing unit. Presents of plate which have been made to a squadron are the property of that squadron. An incoming unit which takes over a station mess must on no account, without sanction from the District Officer Commanding, cause any reduction to be made in the assets of the mess, which is to be managed in such a way as to derive just sufficient profit from its members to maintain its credit at the level at which it was taken over. Funds are to be strictly confined to the purposes to which they rightly belong, the cost of special entertainments being borne by an entertainment fund or special grant.

When a station is abandoned, if a fresh one is occupied in lieu thereof, the credits and property of the station mess at the former station will be taken on to establish a mess at the new station. Should no mess be formed in place of the one abandoned, or if there is already a mess at the new station, which may require augmenting, the credits and property of the former mess will be disposed of as ordered by the Minister.

1132A. Commanding Officers are held responsible Mess Bills.
that the daily expense of messing is kept within the means of the junior officers.

1132B. All officers present with their units, except Dining
married officers, are to be dining members of the mess. Members.
When their wives or families are absent, married officers

are also to become dining members . Officers attached for instruction, unless specially exempted, will also be dining members.

1132C. When a civilian mess-man is employed, the Commanding Officer will take steps to caution tradesmen that the officers are not responsible for debts incurred by or on behalf of the mess-man. When a non-commissioned officer is employed as caterer, the mess committee will be responsible for pecuniary transactions with tradesmen. The authorized ration of each officer living in mess will be issued to the mess-man for the benefit of the mess. Responsibility for debts.

1132D. A sergeant is permitted to act as mess-man or caterer or superintendent of the mess establishment, but no non-commissioned officer is to be employed in any menial capacity about the mess. Mess Sergeant.

1132E. Mess-men should clearly understand that if they cash cheques for officers, they do so at their own risk. Cashing of Cheques.

1132F. Presents of plate from officers on first appointment, on promotion, or on other occasions, are prohibited. Present of Plate.

1132G. When a unit furnishes a detachment, a proportion of the mess funds, plate, servants, equipment, and stores will be assigned for its use, if desired. Detachment Mess.

1133. The Chief of the Air Staff will himself, or by deputy not below the rank of Wing Commander, inspect every station mess in his command, usually at the same time as he makes his annual inspection of the units composing it. He will also direct further inspections to be made by an officer not below the rank of Wing Commander, should he think it necessary, in order to ensure a strict adherence to the regulations. Inspection.

Any infraction of regulations is to be noted on the report of inspection, for the information of the Minister.

1134. Every officer of the Royal Canadian Air Force at any station will be married or unmarried member of the service mess, and is to conform to the rules of the mess. Officers who are married and whose wives are present on the station are, nevertheless, to conform to the rules of the mess as approved by the officer commanding the station or unit. Members and Committee.

The senior Air Force Officer in the mess is responsible for the maintenance of discipline. For the regulation of the mess, a committee of three or four members is to be appointed quarterly at the general mess meeting. The senior member shall be the president of the committee, and another member shall be ordered to take up the duty of mess secretary. The mess secretary will be responsible for the correctness of the accounts of the mess.

1135. Every officer is personally to pay to the mess president his mess bill and all authorized subscriptions on or before the 7th of each month, and the president of the Mess Committee will report in writing to the C.O., any omission to do so. The officer concerned will then be called upon for an explanation. If the result be unsatisfactory and the account is not settled by the 15th of the month, the circumstances will be reported to the D.O.C. Mess Bills.

1136-1138.

1139. Before handing over command of a unit or units, or portion of a unit in which an officers' mess is maintained, the commanding officer will send a certificate to the District Officer Commanding that all accounts owing by the mess have been paid, or that a sufficient amount is held over to meet all liabilities. Outgoing Unit.

Should the commanding officer be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the District Officer Commanding may decide whether they should be paid by the commanding officer or can be taken over by his successor. A copy of the certificate will be handed over to the officer assuming the command, who will report to the District Officer Commanding whether he is satisfied with the state of the funds. In the case of units changing stations where station messes are maintained, a similar certificate will be furnished by the Commanding Officer of the outgoing unit.

1140. Messes will be furnished in accordance with the Royal Canadian Air Force Barracks schedule, and dealt with as laid down in the special instructions issued on the subject. Any property purchased with money supplied to a mess as initial grants belongs to the mess, and should be maintained at its original valuation (less fair wear and tear) at the expense of the mess. The mess is liable for all damage in excess of fair wear and tear to furniture (including carpets, curtains, table linen, bedding, cutlery, plate, kitchen hardware and similar equipment), and also for all breakages and damage to china, glass, crockery, in excess of a "free" allowance of 15 per cent per annum on first cost. To provide for the maintenance of furniture and property, other than that supplied from government stores, depreciation will be charged in each Profit and Loss Account at a rate of not less than 18 per cent per annum, the amount being charged against mess subscriptions. Furniture of Officers' Messes.

Officers' Mess Contributions and Subscriptions Permanent Active Air Force

1141-Central Mess Fund

- (a) In order to provide funds for the establishment of new Permanent Active Air Force Messes, and to assist established Messes to meet large capital expenditures, either in whole or in part, a fund, to be known as the Central Mess Fund, shall be kept by the R.C.A.F. Headquarters Officers' Mess. All officers of the Active Air Force and the Reserve Air Force shall contribute to this fund while serving in, or attached to, the Permanent Active Air Force.
- (b) The control of this fund and responsibility therefor will be vested in the Headquarters' Mess Committee.
- (c) The rate of contribution shall be fixed annually by the Chief of the Air Staff, but shall not exceed one day's pay per annum, exclusive of allowances, for each Officer. Officers attached temporarily to the Permanent Air Force shall be assessed on a pro rata basis proportional to the number of days service in any one year.
- (d) All funds of the Headquarters' Mess are to be placed to the credit of the Headquarters' Mess in a chartered Bank. The funds of the Central Mess Fund are to be shown separately in the books of the Headquarters' Mess Committee and shall only be used for the purposes as defined in subpara. (a) above.
- (e) Subject to the limits prescribed herein, the method by which this fund shall be collected, administered and dispersed, will be detailed in R.C.A.F. Orders and Instructions."

1141D. An officer, on being seconded, or on retiring, is not to be charged with unit subscriptions beyond the date of his removal as notified in the *Canada Gazette*. On leaving Unit.

1141E. Every officer will also pay a subscription to defray the ordinary expenses of the Mess of which he is a member, at a rate to be fixed by the C.O., but not, under any circumstances, to exceed eight days' pay of his rank yearly. This subscription will be charged from the date of appointment, and will be payable monthly in arrear. A married officer is liable to only one-half of the annual subscription when he does not regularly attend the mess as a dining member. An officer will be required to pay this subscription only to the mess of the unit with which he is serving, and will not be charged with the subscription beyond the date on which he is struck off strength of the unit.

1141F. Seconded officers, and squadron leaders holding extra unit appointments who are not seconded, are exempt from the payment of subscriptions to their units. Exemptions.

1141G. Officers, other than medical and veterinary officers, attached to units for one month and upwards, will pay to the unit or school of instruction to which they are attached, the mess subscriptions they would otherwise have paid to their own units. When attached to other Units.

1141H. An officer who, for the benefit of the service, attends a class or course of instruction at an institution or station where no mess is available, will not, during the period of the course, etc., pay mess subscriptions to his own unit. When attending a class of instruction.

1141I. The Commanding Officer will prevent an undue accumulation of the mess fund, and will fix the rate of contributions and subscriptions thereto, which must never exceed the limits prescribed, without the sanction of the Defence Council. Limits of contributions and subscriptions.

1141J. The monthly charge for all incidental expenses should not exceed three dollars in ordinary and four dollars in extraordinary circumstances. When the lesser sum is exceeded, the necessity for the excess should be established to the satisfaction of the O.C. Incidental Expenses.

1141K. Officers of the Auxiliary Active Air Force, attached to a unit of the Permanent Active Air Force for instruction, will be required to pay a daily rate of "table money" not to exceed \$8 per month while so attached. Attached Officers' Subscription.

1141L. Bills incurred at Officers messes form a first charge upon the pay of the officer incurring them. To this end the pay of all officers of the Auxiliary Active Air Force attached for instruction is transmitted to them through the Officer Commanding the unit or school of instruction. Attached Officers' Bills.

1141M. If an officer, about to be struck off the attached strength of a unit or school of instruction, is in arrears in his mess bill, he is not to be detained pending payment. Return transport to his home is, however, not to be issued to him. The Officer Commanding the unit or school of instruction will, without delay, report the case to Defence Headquarters, stating the amount the officer is in arrear. Attached Officer in arrear.

1142. A Commanding Officer will be responsible that expensive entertainments are only given with the sanction of an officer not below the rank of group captain, and that an officer who has not signified his consent is not called upon to pay any part of the Entertainments.

expense. The cost of such entertainment (including that of mess guests) will be assessed on those concerned in shares according to the pay of their respective ranks.

A general subscription, whether voluntary or otherwise, for entertainments, etc., will not be made without the sanction of the Chief of the Air Staff.

An officer inviting friends to a mess dinner or to partake of the hospitality of a mess will bear the whole expense of their entertainment.

Officers on duty or private individuals who may find it incumbent to take meals at an officers' mess to which they do not subscribe are invariably to be given a mess bill, unless in a special case, such as an annual inspection, etc., the commanding officer gives special direction that the officer or individual is to be treated as a guest of the mess.

1142A. Officers absent from their unit at the Staff College, or holding staff appointments are not chargeable with any share of entertainments.

Exemptions from contributing to entertainments

1142B. An officer inviting private friends to a mess dinner will bear the whole expense of their entertainment.

Private Friends.

1142C. Fines will not be levied on marriage, pro-

Prohibitions.

motion, etc., nor for any minor irregularities. The keeping of a unit coach is forbidden.

1142D. The practice of entertaining units upon arrival at, or departure from, a station is prohibited; the hospitality approved will be limited to offering to officers the accommodation of the mess as honorary members.

Arrival and departure of Units.

1142E. Semi-private account books in which extra charges and unauthorized subscriptions are shown will not be kept in a mess. The C.O. will be held responsible that every charge is shown in the official mess accounts which are produced at the annual inspection.

Unauthorized Accounts.

Auxiliary Active Air Force

1142F. An officer of the Auxiliary Active Air Force is liable to contribute to unit funds. The amount will be fixed by the C.O. according to the following scales, which are not to be exceeded.

Subscriptions.

(a) On first appointment as Pilot Officer and on each occasion of subsequent promotion to the rank of Flight Lieutenant, Squadron Leader, and Wing Commander, \$10

(b) On direct appointment:—

To the rank of Flight Lieutenant... .. \$20
To the rank of Squadron Leader... .. 30
To the rank of Wing Commander... .. 40

1142G. A promotion from one Auxiliary Active Air Force Unit to another shall not be considered a direct appointment to a higher rank. On promotion to another Unit.

1142H. These contributions may be applied as Commanding Officers may direct, but no other contributions to unit funds will be levied upon officers either on joining, during service in, or on leaving, a unit. Restrictions.

Sergeants' Messes—Permanent Active Air Force

1143. A sergeants' mess will invariably be formed when practicable, and all warrant officers and sergeants attached for instruction will be honorary members thereof. The C.O. will be responsible that it is conducted with economy, regularity and order. The Second in Command will as a rule be charged with its immediate supervision. Formation and Supervision.

1143A. All warrant officers, staff and other sergeants, whether married or single, are to be members of the mess, and, where a dining mess is established, single members must be dining members. Rules for W.O.s and Sgts. to be members.

1143B. Every member will pay an entrance fee not exceeding three days' pay on first joining the mess, and on promotion the difference of the three days' pay. A monthly subscription may be charged, not exceeding fifty cents to all members. Married members may, at the discretion of the Commanding Officer, be charged less than the unmarried. Warrant Officers and sergeants of the Auxiliary Active Air Force attached for instruction will not be required to pay an entrance fee or subscription, but will be charged the sum of ten cents per diem, "table money" during the period of their attachment. Fee and subscriptions.

1144. On change of station, property or funds will not be removed by an outgoing unit. Presents to the mess will not be removed. When an Air Force station is abandoned as such, and a fresh one occupied, the credits and property of the station mess at the former will be taken over to establish the mess at the latter in the event of there being no mess already in existence at the new station. If, however, a mess is already in existence at the new station, the mess property and funds at the station to be abandoned will be at the disposal of Defence Council.

1145. The following are the regulations for sergeants' messes:—

- (i) (a) Every warrant officer, flight sergeant, and sergeant, will be a member of the sergeants' mess of his unit. If unmarried, or a widower he will be a dining member.

- (b) The privilege of honorary membership of a sergeants' mess may be accorded at the discretion of the Commanding Officer to members or honorary members of sergeants' messes of units of the Army or chief petty officers' messes of the Navy who are qualified by rank for such privilege and who are in actual service, also where special circumstances exist to responsible civilians who have associations with the unit, but in general practice a civilian may only be admitted to a Sergeants' Mess as a guest, when accompanied by a member of such Mess who will be responsible for him.
- (ii) Messes will conform to the laws of the province or municipality in which the same are situated in so far as concerns the keeping or sale of spirituous or malt liquors or wine.
- (iii) Mess meetings at which all members shall attend will be held monthly. The senior warrant officer or non-commissioned officer will preside. Minutes of the proceedings will be recorded and submitted for the approval of the commanding officer. Mess Meetings.
- (iv) The management of the mess will be conducted by a Committee, the president of which should not be below the rank of flight sergeant, with two sergeants (one married and one unmarried as members. They will be appointed quarterly at a mess meeting subject to the approval of the Commanding Officer. They are responsible for the management of the mess, and have power to authorize all ordinary expenditure up to \$25, but exceptional outlay over and above this amount will not be made without the previous sanction of a mess meeting and the approval of the Commanding Officer. Mess Committees.
- (v) A sergeant, not a member of the mess committee, will be selected by the commanding officer to act as caterer. He will take charge of all stores of eatables, and receive from members the amounts due by them. No credit will be allowed. The cash will be handed over to the treasurer on the morning of the day following that on which it is received. The caterer has no authority to make purchases or to select tradesmen. The mess will obtain all its supplies through firms or tradesmen who must be approved by the commanding officer. Issues to families will take place for half an hour before dinner, and for half an hour during the evening.

- (vi) A warrant officer or flight sergeant will be appointed by roster to act as treasurer for the quarter. The treasurer will each month give to the officer responsible for the immediate supervision of the mess a statement showing the amount due by members for messing and subscriptions and this amount will be received in the same manner as other personal bills. The president, sergeants' mess, will certify to the commanding officer on the 10th of the following month that there are no outstanding debts on the previous month's accounts. Every week he will examine and check the stock book which will be kept by the caterer, and the treasurer's accounts, and these will be submitted, with all vouchers, on or before the 5th of each month to the monthly mess meeting. The treasurer is responsible to the president for the accounts of the mess. A statement of the accounts signed by the president will be submitted monthly to the committee for audit and will be subsequently placed before the commanding officer. The quarterly audit board referred to in paragraph 1143 will examine the accounts. An accumulation of funds should not be allowed to remain in the hands of the treasurer. Any sum exceeding \$25 will be handed over by him to the officer responsible, who will place it in the bank. Any balance over \$25 remaining at the end of the month after all the bills are paid will be placed in the bank. All sums collected should be placed in the bank and the accounts paid monthly by cheques countersigned by the second in command.
- (vii) An entertainment will not be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the commanding officer. Entertainments.
- (viii) The senior R.C.A.F. warrant officer or non-commissioned officer present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess. Discipline in Mess.
- (ix) Each mess may draw up rules on matters of detail, which must be submitted for the approval of the commanding officer. Detailed Rules.
- (x) The whole of the property of the mess, other than that belonging to the Government, will be insured against fire, the premiums being charged against the mess fund. Insurance.

1146A. Warrant Officers, Class 1, are not to act as president of a Sergeants' Mess Committee, or treasurer of a Sergeants' Mess.

Airmen's Messing and Cooking

1147-1172.

1173. It is the duty of the C.O. to see that the Air- Messing. men's meals are properly provided.

1174.

1175. An orderly officer will inspect the kitchens and cooking apparatus daily. He will always visit the barrack rooms during the breakfast, dinner and evening meal hours to see that the meals are properly prepared and that there is no cause for complaint. Inspection of kitchen and meals.

1176. Arrangements will be made by the C.O. for the disposal of all refuse from the cooking of the meat, etc., the sum accruing being deposited to the credit of the Receiver General whenever \$25 or more is accumulated, provided that a deposit shall be made at least once a month for any moneys received. The refuse must be stored where necessary in sanitary bins supplied by the purchaser.

1177. Arrangements will be made by the Commanding Officer for the disposal of waste paper, by sale, if possible, the sum accruing being deposited to the credit of the Receiver-General whenever \$25 or more is accumulated, provided that a deposit shall be made at least once a month for any moneys received.

1178-1183.

Unit Institutes and Canteens*Permanent Active Air Force*

1184. A unit institute is established in a unit for the exclusive benefit and convenience of the personnel and with the following objects: To supply them with good articles at reasonable prices without in any way interfering with their right to resort to any other available shops or markets, and to organize and maintain the means available for their recreation and amusement. Objects with which established.

1184A. Detachments which have no separate canteen, grocery shop or coffee room, should be permitted to use those belonging to another unit. Detachments.

1184B. Rules relating to the management of messes and institutes will be such as are approved by the Minister and notified in General Orders. Rules issued separately.

1184C. All premises of the institute will be visited frequently by the commanding officer, occasionally by the medical officer doing duty with the unit, and daily by the Flight Lieutenant or subaltern of the day. Visiting by Officers.

1184D. A committee of management of three officers will be appointed by the Commanding Officer, under whose orders they will act. The president should, if possible, be a field officer. A Commanding Officer may appoint himself president. No officer of the unit staff should be a member, and not more than one member should be changed at a time.

Committee of Management.

1184E. Unit institutes will be kept open at such hours as the commanding officer may determine.

1184F. Defaulters will be excluded from the canteen, except during one hour only in each day, to be fixed by the commanding officer.

Defaulters.

1184G. Men attending hospital and doing light duty will be excluded from the canteen, unless the written permission of the medical officer has been given.

Light Duty Men.

1184H. Officers and airmen with their families and servants are the only persons permitted to purchase articles at any of the branches of the institute. No civilians are to be allowed to purchase articles at any of the establishments at any time, or to enter the bar during the hours prohibited by the existing Licensing Act.

Person entitled to deal at the Institute.

1184I. All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of or on behalf of persons not so entitled. This is not, however, to debar an airman from entertaining a civilian friend.

Dealing prohibited.

1184J. The commanding officer may permit airmen to introduce male friends into the coffee room, on condition that they leave the barracks on the sounding of the first post of tattoo. The person who introduces a friend will be responsible for his good behaviour. The commanding officer may exclude any individual at any time.

Airmen's friends admitted to Coffee Room.

1184K. The establishment of dry canteens for each unit of the Royal Canadian Air Force during the period of annual training or when embodied, is authorized.

Dry Canteens.

(2) These canteens to be organized, administered and carried on under the supervision and direction of the officer commanding the unit, or a committee appointed by him. They are to be inspected daily by an officer and once a month by the Commanding Officer or other officer, appointed by him, at which inspection the books, accounts and vouchers, and also an audited cash statement are to be submitted.

(3) These canteens are to be maintained solely for the use and benefit of the unit and are not, on any account, to be sublet or handed over to any other

person or persons. They are to be managed by a member of the unit, and no one else is to be employed in connection with the canteen unless he is an enlisted airman of such unit. Any profits arising from these canteens are to be applied for the use and benefit of the non-commissioned officers and men of such unit.

(4) Garrison, unit or corps regulations governing such canteens, and also the hours for opening and closing of the same will be published in unit or corps orders for the information of all concerned.

(5) The provisions of paras. 1184F-1184J inclusive, will apply, as far as practicable, to all dry canteens established under this paragraph.

1184L. Nothing in these regulations, so far as they relate to the establishment of canteens, is to be understood as permitting the same within the limits of camp grounds during the annual training of the Royal Canadian Air Force, of spirituous (to include wine) or malt liquors of any kind, where such sale is contrary to the existing laws of the province in which the annual training is carried out.

1184M. Officers commanding camps of instruction of the Royal Canadian Air Force will be held responsible that the above order is carried out and they, together with the officers commanding units of the Royal Canadian Air Force will, in those districts where the law so directs, be liable to prosecution in respect of any liquor sold in tents or other premises subject to their control, in addition to such penalty as may be inflicted for a breach of air force discipline.

Unit Workshops—Permanent Active Air Force

1185.

1185A. Whenever practicable, General and Commanding Officers will establish garrison and unit workshops in which airmen who have learned a trade before enlistment will be employed. Employment of airmen in trades

1185B. The second in command will supervise the workshops, each of which, except the tailor's shop, will when practicable, be in charge of an officer (not the quartermaster). The tailor's shop will be under the immediate supervision of the quartermaster or other officer detailed. Supervisor and charge

1185C. Shoemakers' shops will be established where practicable, and, if convenient to local arrangements, four men per unit will be instructed in the rudiments of shoe mending so as to be able to carry out minor repairs when on service.

1186-1274.

Leave of Absence and Furloughs

GENERAL INSTRUCTIONS—OFFICERS

1275. Leave commences:—

At home: from the date on which an officer leaves his station. Commence-
ment of
leave.

Abroad: from the date on which he embarks.

An officer will be present with his unit on the day on which his leave terminates. On rejoining he will make himself acquainted with all orders issued during his absence. End of leave.

1275A. Subject to the exigencies of the service the Chief of the Air Staff may grant leave up to a maximum of 42 days in any year to officers employed on flying duties; and a maximum of 30 days in any year to officers employed on ground duties. Periods
of leave
allowed.

Leave not exceeding 30 days may be granted by the Chief of the Air Staff to a candidate under training for appointment to a commission in the Royal Air Force holding the temporary rank of Pilot Officer (Provisional) in the Auxiliary Active Air Force.

The leave year for officers extends from the 1st April of one year to the 31st March the following year.

A Commanding Officer may grant leave up to a maximum of 7 days to officers at such times as their services can be spared.

Leave not exceeding 48 hours will not be reckoned against the period of leave allowed in each year. The whole of any period of leave exceeding 48 hours will be so reckoned.

1275B. Leave of absence in excess of the periods authorized in para. 1275A but not exceeding three months, may be granted by the Minister on the recommendation of the Chief of the Air Staff.

1276. An officer who obtains leave will give his address, and notify any changes in it to the Adjutant of his unit. If he be awaiting absorption, he will notify similarly, in writing, to the Chief of the Air Staff. Address
during
leave.

1277. When an extension of leave is applied for, the applicant should state the period for which leave has already been granted. Extension
of leave.

1278. An application for leave of a special nature will be submitted one month before such leave is required. Special
leave.

1279. An officer on leave in a foreign country requiring sick leave, or an extension thereof, will forward with his application a medical certificate, for which expense to the public will not be admitted. Leave on
medical
certificate.

1280. When an officer of the Permanent Active Air Force is promoted during leave, either in the same or into another unit, or is transferred or removed to, or exchanges into, another unit, his leave, other than sick leave, is thereupon cancelled, without further orders. Leave on medical certificate, or on the recommendation of a medical board, is not affected by such promotion or transfer. Leave cancelled by promotion or transfer.

1281. When an officer of the Permanent Active Air Force is reported absent without leave, an explanation will be transmitted to Defence Headquarters. Absent without leave.

1282. An officer on the strength of a unit will not apply direct to Defence Headquarters for leave or an extension of leave. Application to Defence H.Q. forbidden.

1283. The grant of pay and staff pay during leave is subject to the conditions laid down in the Pay and Allowance Regulations. Pay during leave.

1284. Except when prescribed by the Pay and Allowance Regulations, provisions will be made without extra charge to the public, for the temporary performance of the duties of staff officers when on leave. Temporary performance of duty during leave.

1285-1286.

1287. An officer on the active list will not quit Canada without special permission. Leave to visit other countries will be obtained from Defence Headquarters, except that a Commanding Officer may grant leave to visit the United States of America for a period not exceeding four days. To quit Canada.

Application must be submitted in time to reach Defence Headquarters at least two weeks before the officer wishes his leave to commence.

Leave will only be granted to visit countries where war is not imminent.

See para. 1705 concerning the wearing of uniform in a foreign country by an officer.

1288. An officer travelling abroad is forbidden to accompany or take part in, any military expedition, nor will he, without the permission of the Minister, act as a press correspondent with any army in the field. If an officer contemplates spending more than a fortnight in a country where there is a British attaché, he will inform that officer of his address and movements. Warlike operations abroad.

1289. An officer will not attend any foreign manoeuvres without first obtaining from the Minister permission to do so. An officer serving with a unit, etc., will forward his application through his Commanding Foreign manoeuvres, permission to attend.

Officer in sufficient time to reach Defence Headquarters at least one month before the date on which he wishes to start, stating what manoeuvres he contemplates attending, and his address during such manoeuvres. An application by an officer who is not serving with a unit, etc., will be addressed direct to Defence Headquarters.

1290. An officer will not send account of, or comments on, any manoeuvres he may witness abroad to anyone, except the Minister, unless he has obtained the permission of the Minister to do so. Reports on manoeuvres.

1921-1303.

1304. Sick leave for a period not exceeding six months may be granted to any officer on the recommendation of a medical board. Sick leave.

1304A. The period necessary for the recovery of health will be stated in the proceedings of a medical board which recommends leave.

1304B. An officer on leave granted on the recommendation of a medical board will report his state of health in writing, to his Commanding Officer, ten days before the expiration of his leave, with a view to his being again examined as to his fitness to resume duty. Report before expiration of.

1304C. An officer granted leave on the recommendation of a medical board, will be re-examined before starting to rejoin his unit and will, therefore, report himself in writing to the nearest headquarters of a district, ten days before the expiration of the leave granted to him. Medical report in termination of sick leave.

Airmen's Leave and Passes

1305-1308.

1309. Leave and passes are an indulgence granted at the discretion of the Officer Commanding and an airman must at all times be prepared to rejoin his unit at the shortest notice. Leave an indulgence.

1310. Leave applies to any period exceeding 48 hours during which an airman is permitted to be absent from his duty on leave. All such periods will count against those set out in paras. 1311 (a) and 1317. A pass applies to any period of 48 hours or less during which an airman is permitted to be absent from duty on pass, as provided for in para. 1323. Such period will not count against those set out in para. 1311. Distinction between leave and passes.

1311. Leave may be granted to an airman serving in Canada as follows:—

Periods of leave allowed while serving in Canada.

- (a) 28 days in each leave year, that is, between the 1st of April and the 31st of March, ensuing, inclusive.
- (b) Up to 8 days in special circumstances to a recruit, if applied for on attestation.

No leave period authorized under (a), which may not have been granted to an airman during any leave year may be carried over into the ensuing leave year. Ordinary leave in excess of that authorized at (a) above may only be granted on the authority of the Chief of the Air Staff in urgent and exceptional circumstances connected with an airman's family affairs.

Leave limited to six weeks may be granted to W.O's and airmen when the journey involved extends beyond 400 miles.

1311A. An airman who has completed ten years continuous service in the Permanent Active Air Force may be granted two months' leave immediately prior to discharge. An airman with less than ten years' service may be granted twenty-one days' leave immediately prior to discharge.

Special leave prior to discharge.

The necessary documents upon discharge requiring the airman's signature may be completed before the airman proceeds on leave.

The airman should not be required to rejoin the unit unless for some very special circumstances.

1313. An airman borne on the books of one of His Majesty's Canadian Ships may be granted such leave as is granted to the ship's company. Any such leave will, however, be counted against the periods laid down in para. 1311.

Airman in His Majesty's Canadian Ships.

1314.

1315. Leave will commence from the date and hour at which the airman leaves his station, as stated on the leave form. Unless granted up to a particular hour, under the provisions of para. 1323, leave will expire at 23.59 hours on the date of expiration, as stated on the leave form. The date and hour are in all cases to be clearly stated in this form, and the hour on the monthly pass.

Commencement and expiration of leave.

1316. (1) Every airman before proceeding on leave or pass, otherwise than on monthly pass, will be provided with a leave form, which form will usually be signed by the Unit Commander, and must in all cases be stamped with the office stamp.

Miscellaneous Rules.

Monthly passes will always be signed by the Commanding Officer.

The attention of airmen is to be drawn to the regulations printed on the back of the form, which they should all carry with them while on leave or pass and which must be produced on the demand of a military, air force or civil police on duty. All leave and pass forms will be handed in on expiration.

(2) If permission is granted under para. 1694, to wear plain clothes on leave the leave form will be endorsed accordingly in red ink, the endorsement being initialled by the officer granting the permission.

(3) Before proceeding on leave, an airman will furnish his Unit Commander with an address at which communications and orders will reach the airman promptly. Any subsequent change in address is to be notified without delay.

(4) An airman proceeding on leave or pass will not take with him any keys of sheds, stores, work-shops, etc. The Unit Commander will make any necessary arrangements for the safe custody of such keys during the airman's absence.

(5) Should an airman be unable for want of funds to rejoin his unit on the expiration of his leave or pass, he should be furnished by his Commanding Officer with subsistence, all expenses being subsequently recovered from the airman.

Requests of this nature should be communicated to the airman's Commanding Officer in sufficient time to enable him to rejoin on expiration of leave.

(6) An airman who, while on leave, is in contact with an infectious disease, will notify his unit forthwith, and will forward a medical certificate showing the date of his exposure to infection.

(7) An airman on return from leave will not be required to make good duties missed during his leave of absence.

(8) An airman who fails to rejoin on the expiration of his leave or pass will be dealt with as an absentee, as directed in paras. 514 to 515.

1317. (1) An airman of the Permanent Active Air Force who requires medical aid when on leave, will apply to the Commanding Officer of the nearest Permanent Active Air Force station or Auxiliary Active Air Force unit, whichever is the closest. Such officer will, in every case, communicate with the senior medical officer of the air command or district in which the airman is temporarily residing. The senior medical officer will, if necessary and practicable, cause the airman to be removed to the nearest service hospital.

(2) In cases of extreme urgency when the services of a medical officer cannot be obtained immediately, an

airman may apply to one of the civilian medical practitioners in the immediate vicinity of his place of residence.

(3) When a civilian medical practitioner has been employed, the airman must report the fact at once to both his commanding officer and the officer commanding the air command or district wherein he is temporarily residing. On receipt of such information, the latter named officer will direct the medical officer to take over the case without delay or issue any necessary instructions. Accounts rendered by civilian practitioners for medical treatment will be specially considered in each case and unless found upon investigation to have been incurred in accordance with the foregoing instruction, will not be recommended for payment from public funds.

1318. (1) Sick leave for a period not exceeding two months, may be granted to an airman by Officers Commanding Air Commands or District Officers Commanding when the unit to which the airman belongs is administered by that Air Command or District, or if the unit is directly under control of Air Force Headquarters, by the Chief of the Air Staff, or an officer deputized by him, on the recommendation of a board of medical officers.

(2) Sick leave may only be granted following a period of medical treatment in hospital or in quarters, provided the airman is not being considered for discharge on medical grounds.

(3) In preparing the proceedings of the board an opinion will be expressed as to the conditions under which the sick leave, if granted, should be spent, and whether or not, the airman concerned is likely to benefit by change to another locality.

(4) The Commanding Officer will ascertain that the airman's friends or relatives are in a position to afford the airman such aid as his ailment may require.

(5) An airman who has been granted sick leave will be medically re-examined at the termination of such leave as to his fitness to resume duty.

1319. (1) An airman will not without written permission quit Canada.

(2) Leave to visit other countries will be obtained from National Defence Headquarters, except that leave to visit the United States of America and Newfoundland may be granted by a Commanding Officer for a period not exceeding 14 days and by an Officer Commanding an Air Command or District Officer Commanding, as applicable, for the period of annual leave to which an airman is eligible under these regulations.

(3) Applications to visit other countries must be submitted at least two weeks before the airman proceeds on leave. Leave will not be granted to visit countries where war is imminent.

(4) An airman travelling abroad on leave is forbidden to accompany or take part in any warlike expedition or manoeuvres, nor will he, without the written permission of the Minister, act as a press correspondent with any army or air force in the field or on manoeuvres.

(5) When an airman is granted permission to proceed abroad, and he contemplates spending 14 days or more in a country where there is a British Air Attache, he will inform that officer of his address and movements. If there is no Air Attache, he will inform the British Naval or Military Attache.

(6) An airman granted permission to proceed on leave to a foreign country will not take his uniform or any arms or accoutrements with him.

1320-1322.

1323. (1) Monthly passes may be granted to air- Passes.
men of very good character who, in the opinion of the Commanding Officer, are deserving of the privilege to enable them to remain out of quarters up to any specified hour between tattoo and reveille. Such passes must be signed by the Commanding Officer of the unit and may be granted with or without permission to wear plain clothes.

(2) A pass may be granted to any airman at the discretion of the Commanding Officer for any period up to 48 hours or for leave to be absent from any roll call or duty.

(3) A N.C.O. not below the rank of Sergeant may remain out of camp or barracks until midnight without special permission.

1324.

Passes—Royal Canadian Air Force

1324A. The Chief of the Air Staff may grant leave of absence from training to airmen of good character on the recommendation of their Commanding Officer when, in his opinion, the circumstances warrant the application. Leave of absence to men of good character.

Airmen, whose term of service expires during the annual training, may be excused from attending the training if they so desire. Discharge certificates will then be granted to them.

1324B. When units are assembled for annual training, passes involving any loss of training will not be granted to warrant officers or airmen except under very urgent Passes from annual training.

circumstances, the nature of which must be satisfactorily accounted for at the annual inspection. No pay will be issued to individuals for the period of such absence.

1324C. Warrant officers and airmen absent without leave when undergoing training at a school or camp of instruction may be dealt with under the Air Force Act, or, if more convenient under these regulations.

Absent without leave from annual training.

1324D. Warrant officers and airmen refusing or neglecting to attend a camp or school of instruction, when lawfully notified to do so, will be dealt with under these regulations.

Refusing to attend camp of instruction.

1324E. No prosecution or action will be instituted against any warrant officer or airman without the approval of the Officer Commanding the unit being previously obtained.

Approval of O.C. before prosecution or action.

Leave, etc.—Schools of Instruction

1324F. Commanding Officers may, in cases of necessity, grant permission to attached officers, warrant officers and airmen whose unit debts have been paid, to leave the school before the termination of their course but, in such cases, no return transport will be issued.

Attached officers and airmen.

1324G. Temporary leave of absence may be granted by the Commanding Officer to any attached officer. Permission to rejoin at a subsequent date will, however, be conditional upon there being a vacancy.

Temporary leave.

Divine Service, Chaplains, Religious Instruction *General Instruction*

1325-1332.

1333. Every airman, when not prevented by air force duty, will attend divine service, but an airman will not be obliged to attend the service of any other religious body than his own.

Airmen to attend divine service.

1334. Airmen will be marched to and from their place of worship, and the officer or N.C.O. in charge will remain with them throughout the service.

Families of Airmen at Public Worship

1336. A Commanding Officer will afford facilities for the attendance of officers and airmen, and their families, at public worship, and will encourage the families of airmen to attend regularly.

1337. Whenever seditious or inflammatory language is made use of during a service in any place of worship not under air force control, the senior officer present will use his discretion in withdrawing the air force

Seditious language preached.

with as little interruption as possible, and marching them back to their quarters. He should report the circumstances, through his Commanding Officer, to the District Officer Commanding.

Chaplains

1338. Chaplains will be treated with the respect due to their rank and profession, and a Commanding Officer will render them every assistance in carrying out their duties. Chaplains to be treated with respect.

1339.

Officiating Clergymen

1340. A Commanding Officer will furnish to officiating clergymen on their application, weekly certificates showing the number of officers and airmen of the denominations referred to borne on the strength of the station, and the numbers who actually attend separate services during the period. Divine service certificate of numbers present.

1341.

1342. The duties to be performed by officiating clergymen in receipt of capitation pay include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting airmen in detention barracks at least once a week, and giving special religious instruction to the children of his own particular denomination during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and airmen and of their families. Fees will not be demanded for the performance of any of these duties. Duties of officiating clergymen.

1343. An officiating clergyman will be informed that payment cannot be guaranteed until approval has been officially guaranteed. Payment.

1344-1356.

Married Airmen

1357. (1) The following airmen of the Permanent Active Air Force are qualified to be carried on the Married Establishment and when placed thereon, to occupy married quarters, if available. G.O. 183
1937

(a) Married airmen holding the rank of warrant officer class I or class II.

(b) Married airmen holding the rank of flight sergeant or sergeant who receive permission to marry from their Commanding Officer.

- (c) Married corporals and aircraftmen for whom vacancies exist on the Married Establishment and who receive permission to marry from their Commanding Officer, or if married without permission have been recommended for inclusion on the Married Establishment by their Commanding Officer under para. 1362.

(2) The term, "married airmen" for the purpose of this paragraph includes an airman who is a widower with a family, or if divorced has a family, and "family" means the airman's wife, unmarried daughters or step-daughters residing with him and dependent upon him, sons or step-sons under 18 years of age and, if authorized by the Minister, sons or step-sons 18 years of age or over suffering from mental or bodily infirmity and wholly or part dependent upon the airman.

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1937

1358. A warrant officer need not obtain the consent of his Commanding Officer before marriage, but should inform him of his intentions.

Warrant
Officers.

1360. (1) Permission to marry may be granted to an airman of flight sergeant's rank or below by the applicant's Commanding Officer, providing the airman has completed not less than 4 years service, exclusive of service as a boy, in the Permanent Active Air Force and is not less than 26 years of age. When permission to marry is granted to a corporal or aircraftman, his name may be recorded on the Waiting List referred to in para. 1361, but in respect to absorption into the Married Establishment he will take no priority over airmen whose names have been previously recorded on the list.

(2) In all cases the Commanding Officer will satisfy himself that:—

- (a) the airman is free from debt and realizes his financial responsibility;
- (b) the moral character and disposition of the intended wife are such that it would in no way be undesirable for her to occupy public quarters.

(3) An airman who marries when not qualified by age and service, as set forth above, will not be re-engaged at the termination of his current engagement.

1361. (1) A Waiting List of all airmen desirous of being placed on the Married Establishment but for whom no vacancies exist will be maintained by N.D.H.Q. An airman will be eligible for the List, if he has been granted permission to marry under para. 1360 (1), or is recommended by his Commanding Officer under para. 1362.

Airmen wishing to have their names recorded on this List will submit their applications to their Commanding Officer. Single airmen will give the name and address of the intended wife and married airmen will attach a copy of their marriage certificate to their application. When recommending these applications to N.D.H.Q., the Commanding Officer is to state that the requirements of para. 1360 (2) are fulfilled.

(2) The order in which the names of such airmen are registered will be taken into consideration when vacancies occurring in the Married Establishment are allotted.

(3) The names of airmen who cancel their intention to marry will be struck off the List and those who record a change in the name of their intended wife will, subject to the further recommendation of their Commanding Officer, be re-registered on the list with priority from the date of such recommendation.

(4) On the 1st June each year, the Commanding Officer is to review the applications from single airmen who have applied for permission to marry and ascertain if each airman on the List still wishes to marry the woman named in his application. N.D.H.Q. is to be notified of any changes.

1362. An airman of the rank of Corporal or below who has married without permission, and who has not been discharged on termination of the period of engagement in which he married, or who, notwithstanding such marriage, has subsequently been re-enlisted, may, at the discretion of his Commanding Officer, provided he has completed not less than four years service, exclusive of service as a boy, in the Permanent Active Air Force and is not less than twenty-six years of age, have his name recorded on the Waiting List referred to in para. 1361, but, in respect to absorption into the Married Establishment, he will take no priority over airmen whose names have previously been recorded on such List.

1363. An airman will not be allowed a permanent pass to sleep out of barracks except a widower with children. If approved of by the Commanding Officer, such man must be regular in his duties, orderly in his lodgings or quarters, exact in his dress, and never leave his lodgings or quarters after tattoo except on duty or with leave. Any man not obeying these orders will be brought into barracks.

Sleeping out
of barracks.

1364. (1) An airman who marries under the conditions set forth in paras. 1360 (1) and 1362 and for whom no vacancy exists on the Married Establishment, may, at the discretion of his Commanding Officer, be permitted to live out of barracks, but, ex-

cept as may be otherwise provided by regulations, he will in all other respects be treated as a single airman living in barracks.

(2) In special cases, where an airman is married without leave, the Commanding Officer may grant him permission to sleep out.

1365. If the wife of an airman on the married establishment is guilty of misconduct, the Commanding Officer may deprive her of the benefits she derives from her husband's position on that establishment.

Removal
from married
establishment.

If there are no children, or if there are children and they do not continue to live with the airman, he will in such a case be struck off the married establishment.

1366. In a case of separation, either by decree of court or by mutual agreement, the Commanding Officer will decide according to the circumstances whether the airman is to remain on the married establishment; but, in ordinary circumstances, if there are any children of the marriage and their custody is vested in the husband, he should be retained on the roll. On the other hand, if their custody is vested in the wife, or if there are no children, the airman should be struck off the roll.

Officers' and Airmen's Letters

1367.

1367A. Letters officially addressed to, and received from, Defence Headquarters, Ottawa, will be free from any charge of postage. Letters personally addressed to individuals at Defence Headquarters must be prepaid by the sender.

Letters to
Defence
Headquarters.

1368. The address on a letter to an airman should specify his official number, rank, and unit and mess or barrack room.

1369. A charge beyond the rate of postage fixed by Act of Parliament is not to be made by any person whatever of Permanent Active Air Force personnel for the delivery of their letters.

Delivery of
letters for
Air Force
personnel.

At a station where the barracks are within the limits of free delivery, the Postmaster-General delivers letters at the barracks free of expense if the Commanding Officer prefers that mode of delivery to their being called for at the post office.

(1) The Commanding Officer has to select a reliable non-commissioned officer or airman to whom he will give authority to receive all packets and mail bags from the post office, and to sign for all postal packets.

Postmen.

(2)

(3) Postal packets addressed to persons no longer serving in the unit are to be re-addressed and forwarded, or returned to the Post Office authorities

without delay. If returned to the Post Office authorities, the reason of the non-delivery must in every ~~case~~ be endorsed upon the cover by an officer. Registered postal packets returned as above should be entered on a list prepared in triplicate, one copy being retained by the unit and two copies being forwarded with the postal packets. One copy of the list will be receipted by the Post Office authorities and returned to the unit by which the postal packets were re-addressed. When registered packets or bags are re-directed or returned to the Post Office, particulars of this action are to be noted in the registered Post Office books and signed by the Orderly Officer, and such letters, packets or bags, together with a receipt thereof, signed by the Adjutant or Orderly Officer, should be sent back to the Post Office. The receipt, after signature by the Post Office official acknowledging receipt, is to be returned to the Adjutant or Orderly Officer.

(4) In cases where insufficient postage has been prepaid on a postage packet (other than a parcel) the amount of the deficiency marked on the packet should be recovered from the recipient.

(5) In all cases of disputed charges, the amount charged should be paid, and the covers of the packet sent to the Post Office in order that an explanation may be furnished.

Patent, Trial of Invention

1370-1377.

1378. An officer, warrant officer or airman of the Permanent Active Air Force, or a civilian or other person employed under the Department of National Defence is not permitted to take out patents, or to apply for provisional protection for inventions except under the regulations contained in Appendix VI.

1379. All inventions, suggested new patterns of Force Stores, or alterations to them, are in the first instance to be referred to the Chief of the Air Staff. In no case will he authorize the trial of any invention without first obtaining sanction from the Minister.

1380.

CHAPTER XI

MOVEMENTS OF AIR FORCE BAGGAGE AND STORES

General Instructions

1381. Whenever Air Force detachments or individuals are ordered or authorized to travel on the public service, a warrant will be issued to cover the journey. As a general rule, journeys should be made by the most economical route, and the route to be followed is, in all cases, to be stated on the route order. Route Orders.

Motor truck transportation may be used when found more convenient, under the conditions laid down in Article 98, Pay and Allowance Regulations 1924.

1381A. In the absence of special instructions, individual officers, warrant officers and civilian subordinates are not to proceed on journeys before authority has been obtained. In cases of extreme urgency however, a journey may be undertaken, but application should be made for covering approval, stating clearly all the circumstances. Authority required.

1381B. When proceeding on a journey on duty, the officer, warrant officer or non-commissioned officer in charge of the party, or the individual, if proceeding singly, is to be furnished with written instructions respecting route, to whom to report and time, together with any other particulars considered necessary.

1381C. Special trains for which the Railway Company will charge a higher rate of transport than by ordinary trains must not be applied for without authority from Defence Headquarters.

1382-1385.

1386. Whenever a party of officers or airmen is moved from one unit to another, the Commanding Officer will advise the Commanding Officer of the unit to which they are being moved, at least 48 hours in advance of the date and time of their arrival at the station. A nominal roll will always accompany parties of men or individuals whenever they move from one unit to another. Advice of movements.

1387. An armed party consisting of 20 men or more is not to proceed on any duties unaccompanied by an officer. An unarmed party of 20 men or more moving by rail will also be accompanied by an officer. Command of armed parties.

1388-1390.

1391. Officers and others proceeding on temporary duty to another station will whenever possible, be victualled and accommodated at that station. If this is not possible, they will be placed on the rations list, or will be billeted as the circumstances require. Temporary duty.

1392. Whenever it will be necessary for officers or airmen to be billeted, a billeting order will be obtained in advance from the officer authorized to issue such orders under these regulations. Billeting when no barrack available.

1393. When a party is proceeding on duty or on leave the officer in command will send a notice before hand to the railway or steamship companies, if the party exceeds six. If the number of airmen to move exceeds 50, by rail, or 20 by steamship (or combined rail and steamship), the notice will be accompanied by a statement showing the number of officers, airmen, families, etc., to proceed. Notice to railway and steamship companies.

1393A. As a rule, it is only necessary for a medical officer to accompany a unit or detachment of 200 or upwards when proceeding by march route. Medical Officers when necessary.

1394-1402.

1403. All movements of squadrons or larger units to be carried out will be reported by the Chief of the Air Staff to the Minister as soon as a date for the movements is fixed. When the movement is from one district to another, a similar notice will also be sent by the Chief of the Air Staff to the Officer Commanding the district into which the troops are to be moved. Reporting Movements.

Marching states will be furnished by the Commanding Officers of the units, and detachments over 20, to the Officer Commanding at both the old and new stations. When the unit or detachment moves from one command to another, they will also be sent to the District Officer Commanding, if the numbers exceed 20.

1404-1407.

Travelling Warrants

1408. First class travelling warrants are to be furnished to all officers and warrant officers, Flight sergeants and sergeants, when travelling by rail. Other non-commissioned officers and airmen will be furnished with second class warrants. Class of travelling warrants.

(1) Warrants are to be issued for journeys of officers and others when travelling on duty at reduced rates. It is important that the fullest details of the duty, unit and rank should be shown on the travelling warrant in order that the head of charge may be determined.

(2) Commanding Officers will ensure that airmen detached on any service are provided with money to pay charges for billets or subsistence (including food on rail or sea journeys) for themselves or for any airman in arrest under their escort. Warrant officers Detached parties to be provided with money.

and airman in charge, as well as airmen travelling singly, will be held responsible for payment of all debts incurred on the journey.

If, through lack of money or any other cause, accommodation is not paid for the fact should be reported immediately on return to the station, and the matter promptly settled.

1409.

1409A. A Commanding Officer will ensure that no unnecessary travelling is undertaken by personnel under his command and that the journeys which are actually necessary are performed in the most economical manner with regard both to route selected and to the period of detention which the journey may involve.

1409B. An officer ordering or permitting journeys without authority will be held personally responsible for any unnecessary or extra expense caused to the public by his disregard of this regulation.

1410. Transport warrants will be issued for all Air Force passengers travelling on duty. Passengers arriving at a military or air force station in Canada from abroad, without the necessary form of transport warrants will obtain one, if possible, from the nearest District Headquarters. Warrant books will be used by officers issuing warrants for passengers and sleeping berths only.

Warrant books should be kept under lock and key. The issuing officer will be personally responsible for loss of public funds through any improper use of the forms; on being relieved he will hand over the book to his successor, obtaining a receipt.

1410A. The officer who issues the warrants and requisitions for transport is to select the least expensive, if equally expeditious route, when these details are left to his discretion. Least
expensive
route.

1410B. When a warrant is exchanged for a ticket or berth, by public conveyance, the cost of the journey is to be obtained from the agent of the railway or steamship line, at point of departure, and filled in on the corresponding counterfoil, for the information of the issuing officer.

1410C. If the journey to be made is over more than one railway or steamship line, if possible, the warrants should be issued to cover the journey through the destination. The agent of the railway or steamship line, at point of departure, will issue the ticket over the connecting lines, and the claim for transport over these lines will be adjusted by his company, without further reference to the Department. Separate
Warrants.

1410D. In all cases, whether for passengers or stores, the nature of the service to be performed must be clearly stated on the face of the warrant, giving as many particulars as the space will permit. Nature of service to be stated.

1411. No warrant is to be granted to any individual for the conveyance of himself, except when actually and bona fide proceeding on air force duty, and then upon the order being produced to show that he is entitled to conveyance at the public expense, either for himself or for what he may require to take with him. Officers proceeding on or returning from leave of absence, are not entitled to warrants for conveyance at the public expense. The following words are to be printed or written, in red ink, across the face of all warrants for railway passenger transport, viz: "This warrant must be exchanged for a regular ticket at the railway station prior to entering the car, as it will not be accepted by conductors for passage on train." The issuing officer is to instruct the person to whom any such warrants may be given, that it is to be presented to the railway station agent at the point of departure, to be exchanged for a regular passenger ticket. Issued for duty only.

1411A. For transport of officers, men, stores, etc., by rail, the warrant or requisition is to be made out for the number of officers, men, weight of stores to be forwarded, etc., and not for a special number of cars. The railway company must see that enough suitable cars for the service are provided, having water and all necessary conveniences for the personal baggage, etc., which is to be carried free of charge. Manner of making out Requisition.

1411B. When warrants are issued for the transport of airmen, the officer issuing the warrants should state on the face thereof, that the passages are for "second class" which class only is to be charged for. Second Class.

1411C. Every account for transport rendered to the P.S. & T.O. must be in duplicate and be accompanied by the original warrant or requisition upon which the transport was issued. Accounts in duplicate.

1411D. The names of officers authorized to sign transport warrants and requisitions are as approved annually by the Minister. Issuing Officers.

1412.

1412A. In times of emergency when immediate transport is required for the Air Force on Active Service, and the necessary warrant or requisition cannot be obtained in time from the Headquarters of the district, the Officer Commanding the unit may make the usual warrant or requisition, specifying date, designation of unit, name of place from and to which transport is required, and the number of officers and Transport in emergency.

men or description of stores to be carried. Such Commanding Officer must at the same time attach to the warrant or requisition a copy of the order upon which his unit is required to move.

1412B. When officers are proceeding on public service by any railway which issues tickets for a double journey at reduced rates and the purpose is to return by the same railway, the warrant requisitions for transport are in all cases to be given to cover the journey. Return tickets.

1413.

1413A. Regulations for transport of officers appointed to the Permanent Active Air Force and officers and others proceeding to schools of instruction, are laid down in the Pay and Allowance regulations for the R.C.A.F. Appointment to Permanent Force.

1413B. Transport for a servant under the Pay and Allowance regulations, R.C.A.F., is not to be granted in the case of an officer who is carrying out inspection of stores or equipment, but solely when an officer having necessarily to be in uniform for inspection of units or other similar duties actually requires the services of a personal servant to attend to his uniform, etc., which the ordinary service at a hotel does not provide. The Officer issuing the transport warrant is responsible as to the necessity for the employment of a servant in each case. Servants.

1413C. In exceptional cases transport may be issued on repayment to an airman returning from leave. "Returning from leave in uniform" will be written on the face of the warrant in red ink, also the airman's name, number and unit, etc. In order that the cost may be recovered from the man's pay, the officer issuing the warrant will inform the accountant in whose pay the airman is, giving the number of the warrant. Transport on Repayment.

1413D. A warrant for women and children not on the married establishment may also be issued when the move is consequent upon a change of station. Such warrant will be charged at air force rates and need not be endorsed "on repayment," but will bear the following endorsement in red ink:— Women and Children.

"Families not on the married establishment."

1413E. "Requests for transportation on repayment must be kept down to the minimum." The Officer Commanding should forward his recommendation with each application giving reasons for granting of the privilege. Full information should also be furnished as to railway line, route, passages required single or return, first or second class, etc. Requests for berths or drawing rooms should not be considered as no

reduction in cost is obtained on Government Warrants. Payment will be made on delivery and Receiver General's receipt showing warrant number will be forwarded to Chief Accountant, without delay. Warrants will only be issued by the Chief Accountant on authority of the Deputy Minister."

1414.

1415. Warrants will not be issued to airmen discharged:

- (i) By purchase.
- (ii) On release from confinement in a civil prison.
- (iii) At request of parents or guardians in consequence of having made a false statement as to age on enlistment.

1416-1420.

Railways

General Instructions

1421-1425.

1426. When the number of troops to proceed is considerable, an advance party may be sent to the railway station on the day of entrainment to allot the carriages and trucks, and make detailed arrangements. The approach of the troops to the station should be reported to the Superintending Staff Officer, or, in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment may be pointed out. The officer in command will arrive at the station; arrange the troops for entrainment and tell off parties for entraining vehicles, stores, etc.

Preliminary
arrangements.

1427-1431.

Entrainment of Men

1432.

1432A. Airmen are to be regularly seated in the cars, according to the directions of the Commanding Officer, and a guard is to be mounted.

Seating.

1432B. The Commanding Officer is to see that the cars are provided with an ample supply of drinking water and proper light, and that no spirituous liquor is in possession of the men. The men should also be warned that any damage to a car committed by them while travelling therein will be assessed and charged against their pay.

Regulations
while in
transit.

1433. Previous to entrainment, men, with their valises, kit-bags, etc., will be told off into sections corresponding with the capacity of the coaches provided, which should be numbered and lettered to facilitate the entrainment of squadrons, flight, etc.

Men to be
told off.

1434. The entrainment will take place by word of command. It should be complete five minutes before the time of departure. Entraining.

1435.

1436. No man is to leave a coach without permission except when ordered by his officers, or requested by the railway officials to do so. Leaving coaches.

1436A. Departure of trains should be telegraphed by the Officer Superintending the entrainment to the place where the troops are to halt for refreshments, and also to the place of final destination. Report of Departure.

1436B. The officers should constantly go among the men during a railway journey to see to their wants and to enforce orderly behaviour. During the night journey, at least one officer per squadron should always be up in addition to the officer detailed for duty, and should visit the men frequently. Orderly behaviour.

1436C. On arrival at the place appointed for the train to halt, the officers will get out and go to the carriages of which they are in charge. The "dismiss" will then be sounded, and men may get out of the train leaving their arms in the coaches. Halts.

1437-1446.

Journeys

1447. When it is time to proceed the "fall in" will sound. Men will return to their coaches, and the officers will see that they are all present and report to the Commanding Officer. Any sentries that have been posted will then be withdrawn. Lastly, the officers will get in and the O.C. will then give directions that the train may proceed. Re-entering coaches.

1447A. When it is necessary that the troops should be fed en route, previous preparations should be made, an officer with one or more N.C.O's being, if necessary, sent forward to make arrangements. Refreshments en route.

1447B. An officer in charge of a party proceeding long distances by rail will be responsible for the provision of refreshments for his men on the journey. Refreshments for long journeys.

1447C. In detraining the O.C. the troops must ensure the speedy evacuation of the railway station. Detraining.

1448-1452.

1453. In case of accident to the train, the officers will proceed at once to the carriage of which they are in charge, and the men will retain their seats until ordered to descend. Directions given by railway officials must be promptly executed. Railway Accidents.

1454-1461.

Conveyance of Baggage

1462. Service baggage of the Royal Canadian Air Force moving by rail will be sent by rail at the statutory rate. In other cases, the route by which the baggage is to be moved, and the terms of conveyance, will be arranged in advance. The O.C. the unit having been informed thereof will make all other arrangements for the move of baggage.

1462A. Baggage will, as a rule, be entrained prior to the arrival of the troops. Fatigue Parties.

1462B. When baggage arrives at, or is despatched from a station, fatigue parties from the unit, or, on application of the Commanding Officer, from the garrison, will be provided to assist the railway officials in loading or unloading it.

Drivers are to have nothing to do with loading or unloading wagons. The help required is to be furnished by the troops. The method of packing and the size and weight of articles to be carried on each wagon will be decided by the office i/c transport, and the loading will be performed under his technical supervision.

1463-1464.

1465. Individual officers and warrant officers of the Royal Canadian Air Force, moving without Air Forces, will arrange for conveyance of their own baggage.

1466-1468.

1469. Full use should be made of all Government transports in possession of units for transport purposes. Individual Officers. Hired transport should never be employed when the service can be carried out by existing establishments.

1470-1471.

1472. When there are no means of weighing the stores in barracks, etc., the approximate weight should be given in pencil and, on receipt of instructions to despatch, a representative should be sent to the railway or shipping company's stations to witness the weighing and insert particulars on carrier's note prior to despatch, the weight being reported to the transport officer. Full use of Government transport. Should the correct weight differ materially from the approximate weight originally given, notification, by telegram if necessary, should be sent at once to the receiving transport officer, so that the actual number of vehicles required may be detailed to remove the consignment from the railway station, Entering weight of stores. "Returned empties" should be so described.

1473. Long or bulky articles should be specially brought to the notice of the transport officer when demanding transport. Long or bulky Stores.

1474. Five clear days' notice should, when possible, be given regarding explosives and 48 hours' notice has to be given to the railway company by the transport officer, and the goods must not be delivered at the station until the company has signified its readiness to receive them. Explosives long notice.

1475. The cheapest mode of conveyance will be used, sea or lake transport being resorted to when more economical than rail, as far as circumstances admit. Cheapest conveyance to be used.

1476. Conveyance by passenger train is only to be resorted to in exceptional cases, or when that mode of conveyance is cheaper than goods train or parcels post, for small parcels and small consignments of safety cartridges for which there is no minimum by passenger train. Passenger trains.

1477.

1478. Consignors will obtain receipt for stores handed over to carriers direct. If in any case the representative of a carrier, railway or shipping company declines to give a receipt, an endorsement to this effect should be made on the copy of the carrier's note or other document retained for office records. Receipts to be obtained.

1479. In all cases advice notes should be posted by consignors immediately stores are despatched, to the transport officer at the consignee's station when there is a transport officer there, and to the consignee direct if there is no transport representative there. Advice Notes, immediate posting.

1480. When packages, etc., are received which cannot be opened at the time of delivery, the carriers sheet or book should be signed "received: contents not examined." Special attention should be called to any packages which appear to be externally damaged or show signs of having been tampered with. The packages, etc., should be opened at the earliest possible opportunity after receipt, and should any deficiencies or breakages, not due to faulty packing, be then discovered, the consignee should immediately inform the railway company or carrier delivering the goods, and should also notify the transport officer. Stores lost or damaged in transit.

This Officer will communicate with Headquarters submitting the original paid freight receipt, original Bill of Lading and invoice in triplicate covering the goods lost or damage sustained. These papers will then be forwarded to the Auditor of Transport who will present the claim to the forwarding Company for recovery of the value of goods lost or damaged.

1481. When carrier's notes have been lost, copies (marked duplicate in red ink) will be supplied by the consignor, on receipt of a certificate that the original has been lost and that no other charge has been, or will be, made on account of the service. Before issue, reference should be made to the officer who pays the bill.

Duplicate
Carrier's
notes.

1482-1485.

1486. When exceptionally heavy consignments of stores or clothing are required at out-stations, the actual destination should be distinctly stated in demands and hasteners, so that they may be sent direct if it is more economical to do so.

Stores for
out-stations.

1486A. The heaviest weights are to be placed nearest the ends of the cars.

Method of
loading cars.

1487-1669.

CHAPTER XII

Dress, Clothing, Equipment, Medals and Decorations

DRESS, CLOTHING AND EQUIPMENT

R.C.A.F. Equipment

1670. Subject to these regulations, detailed instructions for stores administration and accounting will be approved by the Minister of National Defence and promulgated in the R.C.A.F. Stores Instructions.

General.

1671. In correspondence and official documents relating to R.C.A.F. equipment, the instructions regarding nomenclature as contained in the R.C.A.F. Priced Vocabulary of Equipment will be adhered to.

Nomen-
clature.

1672.

1673. (1) All R.C.A.F. Equipment will be accounted for as directed in the R.C.A.F. Stores Instructions.

Accounting
for R.C.A.F.
Equipment.

(2) Ledger accounts will be kept only by those units which are described in Air Force Orders as self accounting units. In every other unit class "A" and "B" Equipment will be held on inventory charge from the accounting unit to which it is affiliated.

(3) In accounting units the stores officer will be charged with the demanding, receipt, issue and custody (while in store) of R.C.A.F. equipment. As soon as possible after they have been cleared he will pass all vouchers in connection with R.C.A.F. equipment to the accountant officer who will be charged with the accountancy work relating thereto. Both officers will be responsible for the proper performance of their respective duties to the C.O. upon whom the ultimate responsibility rests.

1674. (1) Normally at stations at which more than one unit is located, whether mobile or immobile, only one store section and one accounting section are to be maintained. Stocks required for one unit are not to be stored or binned separately from stocks of similar articles required for another unit at the same station.

Centraliza-
tion of
storekeep-
ing and
store-
accounting.

(2) The stores section of the station is to be under the control of the senior stores officer of the station and all stores personnel (both officers and airmen other than those allowed by establishment and employed in flights or sections or in the workshops, etc.) of the station are to be under his immediate control and are to form the personnel of his section.

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(3) The accounting section of the station is to be under the control of the senior accountant officer of the station and all store accounting personnel (both officers and airmen) of the station are to be under his immediate control and are to form the personnel of his section. Any departure from the above procedure will be as authorized by R.C.A.F. Headquarters.

1675. (1) All demands on a stores depot, or other unit, for R.C.A.F. equipment will be properly certified. Demands in excess of establishment must be signed by the Commanding Officer.

Unit
demand for
R.C.A.F.
Equipment.

(2) Where the duty of signing demands is delegated to a subordinate officer, the Commanding Officer is not in any way relieved of his responsibility for the economic use of equipment.

1676. Immediately any surplus or deficiency is discovered it will be reported to the stores officer or the flight or section commander. Such officer will, where necessary, obtain instructions from the Commanding Officer.

Surpluses
or de-
ficiencies
to be
reported.

1677. Local purchase of stores may be made by Commanding Officers within the limits laid down in the R.C.A.F. Stores Instructions.

Local
purchase.

1678. When it is required to convert airframes or engines for ground instruction, application for permission will be made to N.D.H.Q. No airframes or engines will be converted for ground instruction without the prior sanction of N.D.H.Q.

Airframes
and engines
for ground
instruction.

1679. Damaged airframes and engines may be struck off charge under the conditions laid down in Appendix VIII.

Damaged
airframes and
engines.

1680. A marine craft or a M.T. vehicle will be written or struck off charge only on the authority of N.D.H.Q.

Marine
craft
and M.T.
vehicles.

1681. In so far as lies within the power and authorization of units, they will maintain in repair the equipment which they hold on charge.

Repair of
R.C.A.F.
Equipment.

1682. The Commanding Officer of a unit will not Sales.
sell any produce or unserviceable R.C.A.F. equipment
unless such sale is authorized by the Minister.

1683. (1) When R.C.A.F. equipment of any descrip- Losses,
tion belonging to the public is found to be deficient, deficiencies,
lost, stolen, damaged or destroyed, or when a deficiency damages,
is discovered in any equipment account, the Com- charges for.
manding Officer will at once cause the facts to be fully
investigated.

(2) When it has been decided by the appropriate
authority (see para. 672) that a charge is to be made
against a person or persons, recovery of the sum
awarded will be made and the articles written off
charge.

(3) If any deficient article for which a charge has
been made, is subsequently recovered, a refund of the
amount paid may be authorized by N.D.H.Q.

1684. (1) All losses of any kind which may be Losses
supposed to be due to theft will be reported at once reported
to the police for investigation, unless it is considered to police.
that the matter can be properly investigated without
the aid of the police, and dealt with under Air Force
Law.

(2) Any loss of firearms will be reported by the
individual concerned to his Commanding Officer
immediately on discovery. Irrespective of the length
of time that may have elapsed since the loss occurred,
Commanding Officers will report full details of the loss
forthwith to the police, giving the registered numbers
of weapons, identification marks and any other relevant
information. Similar action will be taken in the case
of any loss of small arms or machine guns, bombs,
explosives, or ammunition in bulk. The Commanding
Officer will forward a report of the loss to N.D.H.Q.

(3) If any article which has been reported to the
police as lost or stolen is recovered, the fact will be
reported at once to N.D.H.Q. and to the police when
recovery was not effected through or by them.

1685. (1) The Commanding Officer of a unit will be Preservation
responsible, that proper action is taken to preserve from of articles.
deterioration all material held in store, whether held
as mobilization equipment or for current issue. He
will also be responsible for arranging that such
material is inspected by a qualified officer whenever
deterioration is discovered or suspected.

(2) Any abnormal deterioration of complete aircraft,
aircraft engines, marine craft, M.T. vehicles, ammuni-
tion, explosives, and pyrotechnics, will be reported
immediately to N.D.H.Q.

1686. Portable weighing appliances in the possession Test of
of units will be tested once yearly, the tests being portable
carried out under the supervision of an officer. weighing
appliances.

1687. It is important that railway freight cars, Demurrage. requisitioned for the despatch of consignments, should be loaded within the prescribed period during which no charge for demurrage accrues. Similarly, cars received loaded should be cleared as quickly as possible.

General Instructions

1688. A Commanding Officer is forbidden to introduce Dress, or sanction any unauthorized deviation from the Clothing and sealed pattern of dress, clothing, equipment and Equipment. badges, as laid down in R.C.A.F. Dress Regulations.

Uniform clothing is to be worn as approved for issue by the Commanding Officer, and unit tailors and shoemakers are forbidden to carry out any unauthorized alterations in or deviations from the sealed patterns.

An airman will be liable to make good at his own expense any restoration to patterns or replacement of any garment issued to him which has subsequently been improperly altered.

Commanding Officers are periodically to bring this regulation to the notice of all airmen.

1689. An airman will not leave his quarters unless Airmen's properly dressed. The dress, appearance and demeanour Dress. of airmen should on all occasions be such as to create a respect for the Air Service.

1690. It is the duty of all officers, warrant officers Irregularities and N.C.O's to report irregularities of dress, mis- of Dress to demeanours of airmen on pass or furlough to the men's be reported. Commanding Officers, whether the airmen belong to their own unit or not.

1691. An airman will not smoke in the streets when Smoking on duty. on Duty.

1692. (a) No unauthorized ornament or emblem is to Ornaments be worn in uniform. and emblems.

(b) All ranks, when not on duty, are permitted to wear national flowers or emblems on their uniform headdress on the days specified hereunder:—

Occasion	Emblem	By Whom Worn
Dominion Day.....	Maple Leaf....	All.
St. George's Day.....	Rose.....	Personnel of English descent.
St. Andrew's Day.....	Thistle.....	Personnel of Scottish descent.
St. Patrick's Day.....	Shamrock....	Personnel of Irish descent.
St. David's Day.....	Leek.....	Personnel of Welsh descent.
St. Jean Baptiste Day.....	Maple Leaf....	Personnel of French-Canadian descent.
Remembrance Day (November 11th)	Poppy.....	All.

1693. Prescribed badges (wing or wings) denoting the wearer to be a qualified pilot or observer, are approved Royal Canadian Air Force Uniform.

1694. Uniform will be worn by all ranks while on duty. It is left to the discretion of the senior officer in the station to permit plain clothes to be worn by officers, warrant officers, and N.C.O's not below the rank of Flight Sergeant when not on duty, and by other ranks for purposes of recreation. Wearing of plain clothes.

Permission may also be given by a Commanding Officer to N.C.O's below the rank of Flight Sergeant, and to men of good character to dress in plain clothes when on leave or pass away from their station. Such permission will be entered on the leave form or pass, and will be initialled by the officer granting it.

1695.

1696. The hair of the head is to be kept short. The face is to be kept shaven, with the exception of the upper lip, which is to be either completely shaven or entirely unshaven. Hair-cutting and shaving.

1697.

1698. In uniform, watch chains and trinkets are not to be worn in such a manner as to be seen. A plain gold safety pin may, however, be used by officers for fastening the collar when a soft polo collar is authorized for wear with service dress. Watch chains.

1699. Pistols will be carried on active service or when specially ordered, by all ranks for which they are the regulation equipment. A special pattern is not laid down for officers, but all pistols must carry government ammunition. Pistols.

1700-1701.

1702. A Commanding Officer may allow greatcoats to be worn when necessary.

1703. (a) When mourning is ordered to be worn, an officer will wear a band of black crepe $2\frac{1}{2}$ inches wide and of double thickness around the left arm midway between the point of the shoulder and the point of the elbow. Mourning.

(b) In the case of personal bereavement an officer or airman is permitted at his discretion to wear the mourning band as described in paragraph (a). Mourning, however, will not be worn at levees or at Court unless the Court is in mourning.

(c) On occasions of public mourning, airmen (including warrant officers) will not be required to wear mourning.

1704. Glasses may be worn by all ranks on or off duty. Glasses.

Officers

1705. An officer, while in a foreign country, is not to wear uniform without having obtained the permission of His Majesty's representative, which will only be granted when he is employed on duty, or attending court, or at State ceremonies to which he has been invited.

Permission to wear uniform at foreign manoeuvres can only be obtained from the Minister.

1705A. Officers will not be appointed to, or promoted in, the Royal Canadian Air Force unless they undertake to procure for themselves within three months of such appointment or promotion, the uniform required by regulations. Officers to provide uniform.

1705B. Officers assuming prominent positions at reviews, and upon all occasions of State ceremony, will wear the full dress of their rank.

1705C. Officers attending reviews in plain clothes will avoid being conspicuous, and will comport themselves as ordinary spectators.

1705D. Officers of the Reserve of Officers are not required to provide themselves with any uniform until their services are actually required. They are, however, authorized to wear the uniform described in the Dress Regulations. Reserve Officers' uniform.

1706.

1707. Regulation uniform must not be worn at fancy-dress balls. Fancy dress balls.

1707A. An Honorary Aide-de-Camp to the Governor General will wear the distinguishing badge of such appointment on all occasions when the Governor General is present in state, at levees, and when on duty as Governor General's Honorary Aide-de-Camp at field days and other Air Force and Military ceremonies at which the Governor General is present. An Honorary Aide-de-Camp

1708-1712.

Airmen

1713. On detached duties not under arms, and when off duty out of barracks or when on leave or pass at home stations, service dress will be worn with forage caps. Dress on duties not under arms and off duty.

1714. An airman when walking out is to carry the regulation cane. Use of regulation canes.

1715. An airman going on pass or leave will not take with him any arms or accoutrements. Airmen on pass or furlough.

1716. Arms and accoutrements as may be ordered will be carried on parade in all orders of dress. Arms and accoutrements.

1717. The canvas suit or jean overalls is to be worn on all fatigues in barracks or camp, and on all occasions when its use will save the men's clothing. In cold weather it may be worn over, and in warm weather without, the service dress.

Canvas Suit.

1718-1719.

Equipment

1720. Water is not to be kept in the water-bottle when the bottles are not in use.

Preservation of water bottles.

1721. The haversack will be worn over the right shoulder. The sling will be worn under the waist-belt, the haversack with the top below the lower edge of the belt.

Haversack.

The haversack will be worn by all ranks in marching order; on other occasions it will be carried only when ordered for use, and is not to be worn rolled up.

1722-1723.

Bombs and Explosives

1724. In time of Peace, ball ammunition is never to be in possession of the men, unless the Officer Commanding should consider it necessary to authorize an issue of service ball ammunition for a special purpose.

Service ammunition in time of peace.

1725. Guards and escorts (except escorts for air-men in custody) and parties detached in aid of the civil power, will have the requisite ammunition served out to them before going on duty. This supply is to be collected in the presence of an officer, after the duty has been performed, and returned into the magazine.

Guards and Escorts.

1726. When ammunition is in possession of men it is to be inspected at the daily morning parade by an officer and any loss or damage is to be reported.

Inspection when in men's pouches.

1727-1728.

1729. Whenever ammunition is issued from store to, or returned to store by, Air Forces at the issuing station, an officer of the unit will attend.

An officer to attend issue.

1730. The issue of ammunition from the unit or station magazine is to be made by an officer, and he is not to entrust the key of the magazine to anyone. The Squadron Commander will inspect all ammunition issued for the use of his squadron, etc., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men, and will be responsible for its return to the magazine.

Regimental issues.

1731. All ammunition in charge of a unit is to be inspected at least once a month by the Commanding Officer, who will see that it is deposited in a place of safety.

Inspection of ammunition in store.

1732. As damage may be done to rifles or revolvers by the use of unsuitable ammunition, the use of any ammunition, whether ball, blank or dummy, except that provided by government, is forbidden.

Government ammunition only to be used.

1733. (1) The Officer Commanding will report to the Defence Council, through the proper channels, any accident that may happen with ordnance, machine guns, mountings, small arms or bombs, stating the charge used, and also the supposed cause of the accident. Failure or defects in ammunition, bombs, or other ordnance stores are also to be reported.

Armament defects, etc.

(2) In any report referring to guns or mountings, the correct nomenclature is always to be used in describing details and the numbers and distinguishing marks are to be given in full. In describing ammunition, correct copies of all stencilling, labels, and marks on boxes, cartridges, small arm ammunition, fuses, primers, bombs, etc., are invariably to be included, and, if possible, it should be stated when the ammunition was received and where from.

Guns, ammunition, etc., description of.

(3) Should a serious accident happen to any part of a gun or mounting, or should any material defect be discovered therein, the gun and its mounting are to be left as nearly as possible in the condition in which they were found immediately after the accident occurred, or the defect was discovered, pending an investigation, which is at once to be held, as to the cause of the accident or defect.

Serious defects, etc., in guns.

A full report of the investigation, accompanied by sketches or impressions of the injured parts, is to be transmitted to the Deputy Minister, Department of National Defence, without delay.

Mention of the circumstances of such special report is to be made in the annual returns of ordnance.

(4) On all occasions of receiving or discharging explosives, smoking is prohibited while work is going on. When work is not going on, i.e., at meal-times, smoking may be permitted.

Smoking.

(5) Whenever bombs are returned, the Commanding Officer is immediately to send a written report to the Chief of the Air Staff that all bombs have been returned properly marked.

Returned bombs.

Returned bombs, should not be placed in a magazine with other explosives until they have been inspected by an expert and pronounced "safe."

(6) Bombs are always to be handled and stowed with much care and caution, under the direction of an officer.

(7) When receiving ammunition, the utmost care is to be taken of the cases in which it is packed.

(8) The magazine is always to be opened by an officer. The officer in charge is to be very careful to ascertain that persons who go into the magazine have no matches nor anything else about them which can strike fire. Magazine precautions.

(9) Before the magazine is closed, on each occasion, an officer is to examine and arrange the cases of bombs, etc., which have been opened and secure all that contain ammunition as before.

(10) A sufficient number of keys or spanners are to be kept near to the cases which require to be opened; and nothing is to be bestowed in the magazines except what is actually required for the issue and supply of ammunition.

(11) Candle lamps are never, in any circumstances, to be allowed in magazines or handling-rooms.

(12) The hermetically-closed tin boxes, in which tubes, fuses, lights and other combustibles are used for service are never to be opened until required for use to guard against deterioration from damp or other causes. The boxes of combustibles.

Medals and Decorations

General Instructions

1734. The General Order notifying the award of a medal for active operations will include instructions as to the nominal rolls of individuals entitled to the medals. Grant and issue of medals.

Medals will be issued to those entitled to them as follows:—

- (i) Medals of individuals still serving with their unit. To the O.C. Unit.
- (ii) Medals of individuals who have left their unit To Defence Headquarters.

The officer receiving medals under (ii) will forward them to the individuals for whom they are intended.

If medals cannot be delivered (as in the case of men whose addresses cannot be ascertained) they will be retained at Defence Headquarters for custody, and for issue, if subsequently applied for.

1735. Letters containing medals are to be registered, and receipts should be obtained from the persons to whom they are sent. Letters containing medals.

1736. Instructions concerning the wearing of medals, decorations and miniature medals by officers are contained in the Dress Regulations. Wearing of medals and decorations.

Medals and decorations will be worn by other ranks with the full dress coat, in the order prescribed for officers in the Dress Regulations. On other coats ribbon will only be worn.

1737. An airman irregularly enlisted while belonging to the Air Force Reserve and retained with the Permanent Active Air Force upon his last attestation, may be allowed to wear medals awarded for service under his previous attestation. Wearing medals earned in former service.

1738. When the grant of a medal has been notified, and medal rolls have been transmitted, the Minister may, pending the issue of the medal, authorize the wearing of the regulation ribbon by all ranks, whose names are entered on the rolls. Wearing of ribbon pending issue of medal.

1739. When the Royal Canadian Air Force proceeds on active service, medals of warrant officers and airmen will be sent to the Officer i/c Records. The medals will be accompanied by a nominal and descriptive list. Medals are never to be placed in stores attached to tunics. Custody of medals during active service.

1740. When Air Forces proceed on long journeys, all medals and decorations of the airmen are to be handed over to the Officer Commanding Troops on board for safe custody during the journey.

1741. Medals left behind by an airman who absents himself without leave, and is declared by a Court of Inquiry to be illegally absent, will be forwarded to the Record Officer. If the man does not rejoin within 10 years the medals will be disposed of as unclaimed. Medals of Absentees.

1742. An officer in charge of medals will arrange for their safe custody, and will keep a book showing (i) the numbers, ranks and names of the airmen whose medals are placed in his charge; (ii) the service for which the medals were granted; (iii) the date and cause of their being taken in charge; and (iv) the date and manner of their disposal. Record of receipt and disposal of Medals.

1743. Medals which at the end of ten years still remain unclaimed will be sent to the Director of Records, Department of National Defence. If the man does not rejoin within ten years, the medals will be disposed of as unclaimed medals.

1744. The grant, forfeiture and restoration of medals will be recorded on the Air Force history page of an airman's attestation and, when medals are issued to an airman after he has left the colours, the Record Entries in documents.

Officer will enter the grant in the airman's discharge or transfer documents. An entry of the grant will also be made in the allotted space on the certificate of character, showing name of campaign, medal and number of clasps.

1745. Recommendations for the Victoria Cross, accompanied by records of service and statements of service abroad or in the field, and of the wounds and distinctions of these recommended, will be addressed to the Minister through the usual channel.

Recommendations for Victoria Cross.

1746. When an airman in possession of the Victoria Cross forfeits his medals, whether by sentence of a court-martial or otherwise, a report will be made to the Minister with a view to His Majesty's pleasure being ascertained as regards the retention or forfeiture of the Victoria Cross.

Retention of Victoria Cross when medals are forfeited.

1747.

1748. The good conduct medal is a reward for long service with irreproachable character and conduct. The Commanding Officer is the sole judge of the standard of conduct required, and must, therefore, recommend only such airmen as are in every way worthy of the distinction, and whose character has been exemplary.

When an airman is eligible by length of service (18 years with the colours) regard will be had to his conduct and character throughout the service, and to the number and nature of the offences recorded in his conduct sheets irrespective of the punishments which may have been awarded.

Service of an airman under 18 years of age may be included in the 18 years required to qualify.

The following are absolutely ineligible and must not be recommended;

(1) Any airman, who, during his service, has been sentenced by civil court to penal servitude or imprisonment and has undergone such sentence.

(2) Any airman who has been convicted by court-martial, and has had his trial by desertion or fraudulent enlistment dispensed with, provided that any airman convicted of desertion or fraudulent enlistment, or whose trial for that offence has been dispensed with, will cease to be eligible if the whole of the service forfeited by such conviction or dispensation be subsequently restored.

(3) Any airman who has been found guilty of an offence of drunkenness when on duty or warned for duty or when engaged on garrison or unit employment.

(4) Any N.C.O. who has under Section 183 (2) of the Air Force Act been reduced to a lower grade or to the ranks for an offence, but not for inefficiency.

When any airman, who has been awarded the medal is convicted as in (1) or (2), has had his trial for desertion or fraudulent enlistment dispensed with as in (2), has been found guilty as in (3), or has been reduced as in (4), and in any other case where the Commanding Officer considers that the airman's conduct has been such as to disqualify him from wearing the medal, the Commanding Officer shall report the case with full remarks and certified true copies of conduct sheets to the Minister.

1749.

1749A. The Minister will consider the case of any airman who has been excluded under para. 1748, but who may be specially recommended on account of his having shown highly exemplary conduct in action against the enemy or otherwise. Special
Restitution.

1750. An officer employed on administrative duties in a unit will bring to the notice of the Commanding Officer every airman who becomes eligible for the award, but the fact that the airman fulfils the conditions for eligibility gives him no claim to the medal. Review of
Cases.

1751. A Commanding Officer must recommend only such airmen as are in every way worthy of the distinction. Even when an airman is eligible in all respects, regard will be had to his conduct and character throughout his career and the number and nature of offences recorded in his conduct sheets, irrespective of the punishments which may have been awarded. Recommen-
dations.

1752.

1753. The medal, if granted, will be transmitted to the Commanding Officer who will deliver it to the airman at a parade of the unit. If the unit is paraded with other troops, the Commanding Officer will report to the Commanding Officer troops at the station who will order a general parade for the presentation. Good conduct medals awarded to airmen after their discharge from the service will be forwarded direct to the Officer i/c Records. Channel for
issue of this
medal.

1754.

1754A. The Distinguished Flying Cross shall be granted only to such officers and warrant officers of the Royal Canadian Air Force as shall be recommended for an act or acts of valour, courage or devotion to duty performed whilst flying in active operations against the enemy. Distinguished
Flying Cross.

The award of the Distinguished Flying Cross shall entitle the recipient to have the initials "D.F.C." appended to his name.

1754B. The Air Force Cross shall be granted only to such officers and warrant officers of the Royal Canadian Air Force, as shall be recommended for an act or acts of valour, courage or devotion to duty whilst flying, though not in active operations against the enemy.

Air Force
Cross.

The award of the Air Force Cross shall entitle the recipient to have the initials "A.F.C." appended to his name.

1754C. The Distinguished Flying Medal shall be granted only to such non-commissioned officers and airmen of the Royal Canadian Air Force as shall be recommended for an act or acts of valour, courage or devotion to duty, performed whilst flying in active operations against the enemy.

Distinguished
Flying
Medal.

The award of the Distinguished Flying Medal shall entitle the recipient to have the initials "D.F.M." appended to his name.

1754D. The Air Force Medal shall be granted only to such non-commissioned officers and airmen of the Royal Canadian Air Force as shall be recommended for an act or acts of valour, courage or devotion to duty performed whilst flying, though not in active operations against the enemy.

Air Force
Medal.

The award of the Air Force Medal shall entitle the recipient to have the initials "A.F.M." appended to his name.

1754E. Recommendations for the award of the Distinguished Flying Cross, and the Air Force Cross shall be forwarded to National Defence Headquarters immediately after the performance of the acts of valour, courage or devotion to duty, and shall be accompanied by a complete record of the officer's or warrant officer's service.

1754F. Recommendations for the award of the Distinguished Flying Medal and the Air Force Medal shall be forwarded to National Defence Headquarters immediately after the performance of the acts of valour, courage or devotion to duty, and shall be accompanied by a complete record of the airman's service, together with original Conduct Sheet and copies of civil conviction.

Acceptance and Wearing of Non-Military Medals Granted for Acts of Gallantry

1755. The following non-military medals are allowed to be worn when in uniform:—

British
non-military
medals
allowed
to be worn.

- (i) "The Albert Medal," "The Edward Medal," "The Board of Trade Medal," "The Medal of the Order of St. John of Jerusalem," and
- (ii) The medals of the Royal Humane Society, the "Stanhope Gold Medal," awarded by that body

and the medal of the Royal National Lifeboat Institution, and the Royal Canadian Humane Association Medal.

Out of the above not more than two medals may be worn for one act of gallantry, viz., one official medal, and if awarded, either the Royal Humane Society's Medal, the Stanhope Gold Medal, the Royal National Lifeboat Institution's Medal, or the Royal Canadian Humane Association Medal.

Under no circumstances can medals, other than those in (ii) awarded by private Societies, be permitted to be worn and, as far as possible, this restriction also applies to medals awarded by foreign governments. In a case, however, where a foreign government medal and a British medal are awarded for the same act of gallantry the foreign medal may be worn only on occasions of ceremony where representatives of the country concerned are present.

1756. No restriction is imposed on the acceptance of any medal, British or foreign, which it is not intended to wear.

The Minister reserves the right of determining which of several medals awarded may be worn.

Whenever any of the above medals are awarded to officers or airmen, a statement of the fact should be sent to the Defence Council, in order that the necessary authority may be issued for the distinction to be worn.

A Commanding Officer in putting forward an airman's claim for the Royal Humane Society's medal, should do so on the form which will be furnished on application to the Secretary of the Society's office, 4 Trafalgar Square, Charing Cross, London.

Foreign Orders and Medals

1757. Attention is drawn to the regulations respecting foreign orders and medals issued by the Foreign Office and published from time to time in the Official Air Force List, especially to the rule prescribing that "the intention of a foreign Sovereign to confer upon a British subject the insignia of an order must be notified to His Majesty's Principal Secretary of State for Foreign Affairs either through the British Minister accredited to the Court of such foreign Sovereign or through his Minister accredited to the Court of His Majesty." Until such notification has been made, His Majesty's permission to accept and wear the decoration cannot in any case be granted. Foreign orders and medals.

1758. A medal or decoration bestowed by a foreign power cannot under any circumstances be replaced. Loss and replacement.

Loss and Replacement

1759. Medals are to be shown at kit inspections. When an airman is unable to produce his medals, the squadron, etc., commander will record all available evidence regarding the loss, and will submit same to the Officer Commanding of the unit who will record his opinions as to whether the loss occurred:—

- (i) When the airman was on duty and from causes entirely beyond his control.
- (ii) By accident.
- (iii) Wilfully.

Under (i) and (ii) applications to replace the lost medals may be at once submitted to Defence Headquarters with the original record of ribbons taken by the Squadron Commander.

In cases in which no testimony as to the loss, except that of the airman himself, is forthcoming, the Commanding Officer, except in very special circumstances, which he will record, will take the airman's character into account in forming his opinion.

It is necessary that the replacement of medals should be carefully safeguarded, and every effort made to prevent their falling into the possession of unauthorized persons.

For this reason it is seldom that medals can be permitted to be replaced at the public expense. Such replacement is confined to cases in which the loss of the medal was due entirely to unavoidable circumstances, such as shipwreck, fire, etc. In interpreting this rule, care should be taken to differentiate between such accidental losses as might ordinarily be incurred in private life and those which are incurred solely through the exigencies of the service. Thus—loss by theft, burglary, loss of baggage while travelling, or loss due to defective fastenings, etc., are such as might be incurred by an individual and are not, therefore, to be considered as fair charges against the public.

In cases under (iii) the airman will be dealt with under Section 24 of the Air Force Act, and, if convicted he must serve three years clear of an entry before he can be recommended for the grant of a new medal, on paying the value thereof.

If sentenced to imprisonment or detention the three years will reckon from termination of such imprisonment or detention.

In all cases where the clasps are not lost a new medal only is to be applied for.

1760. In the event of a discharged airman losing his medals, it will be necessary for him to make application to the Defence Council for the issue of

Replacement
of lost
medals of
ex-airmen.

new medals at his own expense, submitting with such application a statutory declaration setting forth the circumstances in regard to the loss, and showing that the loss was unavoidable, and occurred through no fault of his own.

1760A. When a medal or clasp issued by Canada requires to be replaced at the expense of the man, the value thereof \$1.83 for the medal and 36 cents for each clasp, must be deposited in the usual way in some authorized bank in the locality to the credit of the Receiver-General, and the Deposit Receipt therefor must be sent to Defence Headquarters with the application for issue. The charge for the ribbon will be 5 cents.

Replacing
Canadian
Medals.

Forfeiture and Restoration of Medals

1761.

1762. (1) The circumstances under which Orders shall be forfeited by, or restored to, officers are laid down in Statutes governing them.

(2) The conditions under which the decorations and medals are forfeited by, or restored to, officers are laid down in the Warrants respectively governing them.

(3) Every officer who suffers death by sentence of court-martial, or who is cashiered or dismissed or removed for misconduct from the service should forfeit any war medals of which he may be in possession, or to which he may be entitled. Such officer shall forfeit any Long Service or Good Conduct Medal to which he may be entitled, or of which he may be in possession.

(4) Every officer who is convicted by the civil power of any offence shall be liable to forfeit any war medals, or Long Service and Good Conduct Medal of which he may be in possession, or to which he may be entitled, at the discretion of the Dept. of National Defence.

1762A. Any war medal or Long Service and Good Conduct medal forfeited by an officer may be restored under regulations approved by the Dept. of National Defence.

(1) Every airman who suffers death by sentence of court-martial, or is discharged under paragraph 392 (VII), (VIII) and (XI) shall forfeit all war medals of which he may be in possession or to which he may be entitled. Such airman shall also forfeit any Long Service and Good Conduct medals of which they may be in possession or to which they may be entitled.

(2) Every airman who is convicted by the civil power shall be liable to forfeit any war medals or Long Service and Good Conduct medal of which he may be in possession or to which he may be entitled, at the discretion of the Dept. of National Defence.

Medals of Airmen Discharged as Lunatics and of Deceased Officers and Airmen

1763. Medals of an airman, who on discharge is sent to a lunatic asylum, will be forwarded by the officer who carries out the discharge to the Director of Records, with a notification of the date of discharge and the institution to which the man has been sent.

Similar notification will be made in the cases of such airmen, who, on discharge, are entitled to medals not then issued.

The officer in charge of medals of lunatics will periodically ascertain from the institution what becomes of the airmen in order that their medals may be forwarded to them if they recover, or to the individuals legally entitled thereto if they die.

Medals of a lunatic may be issued to his next of kin on receipt of a written guarantee that the medals will be retained in safe custody, and handed over to the man in the event of his recovery. When medals are so issued, they will be disposed of in the order of relationship laid down in sub-paragraph (ii), K.R. & O., R.C.A.F., 1764.

1764. Medals and decorations of persons dying while subject to Air Force law will be disposed of as under:—

(1) If there is a Will, the medals and decorations will be sent to the person who, in the opinion of the Minister, is named in the will as being intended to receive them, or as being a general or residuary legatee of the estate.

(2) If there is no Will, medals and decorations will be sent to the next of kin in the following order of relationship:—

- (i) Widow.
- (ii) Eldest surviving son.
- (iii) Eldest surviving daughter.
- (iv) Father.
- (v) Mother.
- (vi) Eldest surviving brother.
- (vii) Eldest surviving sister.
- (viii) Eldest surviving half-brother.
- (ix) Eldest surviving half-sister.

D.C.R.A. Badges

1764A. The badge given by the Dominion of Canada Rifle Association may be worn on the left arm.

1765.

CHAPTER XIII

Ceremonial

1. *Relative Rank of Officers in Navy, Army and Air Force*

1766. Nothing contained in these regulations is to give a claim to any officer of the Royal Canadian Air Force to assume command of His Majesty's Canadian Land or Sea Forces, nor to any officer of the Militia or Royal Canadian Navy to assume command of His Majesty's Royal Canadian Air Force, or any of the officers or men thereunto belonging, unless under special authority from the Defence Council for any particular service, or under such conditions as may be prescribed by regulations under Section 184A of the Air Force Act, 90A of the Naval Discipline Act and 184A of the Army Act.

Corresponding rank gives no claim to command.

1767. The relative rank of officers of the Air Force with the officers of the Militia and Navy shall, subject to the exceptions provided for in this chapter, be as laid down in the table giving such relative rank, and shall in every case take effect according to the dates of their respective commissions or appointments, unless the relative rank is granted at the discretion of the Minister or is dependent on the attainment of seniority, or completion of service. In the latter case it shall take effect from such attainment of seniority or completion of service in the particular rank.

TABLES OF RELATIVE RANK (OFFICERS)

Army	Navy	Air Force
Field-Marshal.....	Admiral of the Fleet.....	Marshal of the Air.
General.....	Admiral.....	Air Chief Marshal.
Lieutenant-General.....	Vice-Admiral.....	Air Marshal.
Major-General.....	Rear-Admiral.....	Air Vice-Marshal.
Colonel Commandant.....	Commodore (1st and 2nd Class).....	Air Commodore.
Colonel on the Staff.....	} Captain (3 years seniority).....	Group Captain.
Colonel.....		
Lieutenant-Colonel.....	Captain (under 3 years seniority).....	Wing Commander.
Major.....	Commander (but junior of the Army Rank).....	Squadron Leader.
Captain.....	Lieutenant Commander.....	Flight Lieutenant.
Lieutenant.....	Lieutenant.....	Flying Officer or Observer Officer.
	Sub-Lieutenant.....	
	Chief Gunner.....	
	“ Boatswain.....	
	“ Carpenter.....	Pilot Officer
	“ Artificer Engineer.....	
	“ Schoolmaster.....	
Second-Lieutenant.....		

WARRANT OFFICERS, PETTY OFFICERS, NON-COMMISSIONED OFFICERS, RATINGS AND MEN

Corresponding Ranks

Air Force	Navy	Army
No equivalent.....	Gunner..... Royal Marine Gunner..... Boatswain..... Signal Boatswain..... Warrant Telegraphist..... Chief Master of Arms..... Warrant Shipwright..... Artificer Engineer..... Warrant Mechanician..... Warrant Armourer..... Warrant Electrician..... Head Schoolmaster..... Warrant Wardmaster..... Warrant Writer..... Warrant Victualing Officer..... Instructors in Cookery.....	Warrant Officer, Class I. (a) Conductor R.A.O.C. Master Gunner, 1st Class. 1st Class Schoolmaster. Staff Sergeant-Major, 1st Class
No equivalent.....	Midshipman..... Paymaster Midshipman..... No equivalent.....	(b) Master Gunner, 2nd Class. Garrison Sergeant-Major.
Sergeant Major, 1st Class.....	Battalion Chief Petty Officer (R.N. Division only).	All other Warrant Officers, Class I.

Air Force	Navy	Army
Sergeant Major, 2nd Class.....	No equivalent.....	Warrant Officers, Class II. Master Gunner, 3rd Class. 3rd Class Schoolmaster. Corporal-Major (Household Cavalry) or Quartermaster-Sergeant. Squadron Corporal-Major (Household Cavalry) or Squadron, Battery, Troop, Company Sergeant-Major.
Flight Sergeant.....	Chief Petty Officer.....	Colour-Sergeant. Staff-Sergeant.
Sergeant.....	Petty Officer.....	Sergeant.
No equivalent.....	Leading Seaman, Higher Grade (R.N. Division only).	Lance-Sergeant.
Corporal.....	Leading Seaman, but junior to these Army Ranks	Corporal. Bombardier. 2nd Corporal.
No equivalent.....	Able Seaman, Higher Grade (R.N. Division only).	Lance-Corporal. Lance-Bombardier.
Leading Aircraftman, 1st Class..... Aircraftman, 2nd Class.....	Able Seaman..... Ordinary Seaman.....	Trooper. Gunner. Private, etc.
Boy.....	Boy.....	Boy.

Ceremonial

Precedence

1768. The Royal Canadian Air Force shall take precedence after the Navy and the Army.

A Unit of the Permanent Force shall always take precedence of a Unit of the same arm not forming a portion of the Permanent Force.

1769. An Officer of the Consular Service will rank with an officer of the Air Force as follows:— Consular Service.

Agent and Consul-General, and Commissioner and Consul-General—with, but after, Air Vice-Marshal.

Consul-General—with, but after, Air Vice-Marshal.

Consul—with, but after, Group Captain.

Vice-Consul—with, but after, Squadron Leader.

Consular Agent—with, but after, Flight Lieutenant.

1770. (1) When personnel of the respective Services of the Defence Forces take part as units in a joint parade or ceremony, the following precedence will be observed:—

(a) Units of the Royal Canadian Navy.

(b) Units of the Canadian Militia.

(c) Units of the Royal Canadian Air Force.

(2) When taking part in a joint ceremony, but not as units, officers of the three services will be grouped together and will take precedence *inter se* in accordance with their ranks and seniority, with the following exception:—

The senior naval officer, the senior military officer and the senior air force officer will take up position together, jointly taking precedence over all other naval, military and air force officers but ranking *inter se* according to their individual rank and seniority.

(3) Any modification to the above, which may be necessary in regard to the opening or closing of the Dominion Parliament, will be laid down by National Defence Headquarters as the occasion requires.

1771-1777.

Rewards, Honours and Salutes

General Instructions

1778. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the Air Forces are to turn out and fall-in in front of the tents, but not under arms. Royal Family passing a camp.

1779. Governors of Colonies who are also general officers are entitled in every respect to the honours due to their military rank as well as to their civil office. Governors of a colony.

1780. Officers temporarily acting in any higher command are entitled, during their tenure, to all the honours and salutes appertaining to such command. Acting Appointments.

1781. Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office. Officers acting in civil office.

1782. The compliments directed in these Regulations are to be paid to officers in the service of any Power in alliance with His Majesty according to their respective ranks. Foreign officers.

1783. Officers or airmen passing troops with uncased colours will salute the colours and the O.C. (if senior). Saluting Colours.

1783A. Each year, on the morning of Remembrance Day, 11th November, at 11 00 hours, all officers and airmen will stand at attention for two minutes and all guards will turn out and present arms.

1784. Officers, airmen and colours passing a military funeral, will salute the body. Saluting Funerals.

1785. Armed parties in paying compliments on the march will be called to attention and the command "Eyes right (or left)" will be given. Compliments on the march.

1786. When in command of an unarmed party, an O.C. will return the salute with the right hand as he gives the command "Eyes right (or left)" Cadets, Warrant Officers and N.C.O's. in command of parties will conform to the rules laid down for officers. Commanders of parties paying compliments.

1787. All officers will salute their seniors before addressing them on duty or parade; when in uniform they will salute with the right hand, in the manner prescribed for airmen. Officers are to return the salutes of junior officers and of airmen. A salute made to two or more officers will be returned by the senior only. Officers saluting.

1787A. When not on duty or parade but in uniform officers under the rank of field officers will salute all officers of field rank and upwards. Field officers and General Officers will salute their superiors in rank.

1788.

1789. Officers will salute those officers of the Royal Navy and Army when in uniform who would be saluted by individuals of corresponding ranks in their own service. Naval and Military Officers.

1790. Officers and airmen boarding any of His Majesty's Ships or a foreign man-of-war will salute the quarterdeck. H.M. Ships.

1791. Warrant officers, N.C.O.'s. and aircraftmen will salute all commissioned officers, of His Majesty's Forces, whom they know to be such, whether in uniform or not. They will similarly salute such Warrant Officers of the Royal Navy as have rank corresponding to that of commissioned officers in the army. Saluting officers.

N.C.O.'s. and Airmen will address Warrant Officers in the same manner as they do officers, but will not salute them. Warrant Officers.

Should an N.C.O. or airman be standing about, and an officer pass him, he is to face the officer and salute; if sitting when an officer approaches he is to rise, stand at attention, and salute. If two or more N.C.O.'s. or aircraftmen are sitting or standing about the senior N.C.O. or aircraftman will call the whole to attention, and he alone will salute.

1792. In a civil court an officer or airman will remove his head-dress while the judge or magistrate is present, except when the officer or airman is on duty under arms with an escort inside the court. Head-dress in civil court.

When an N.C.O. or airman is brought before an officer on any charge, head-dress will be removed.

1793. (1) To salute to the front:—

Bring the right hand smartly, with a circular motion to the head, fingers and thumb fully extended and close together, palm to the front, point of the fore-finger in line with and to right of the right eye, wrist straight, elbow in line with and square with the right shoulder. After a pause equal to two paces in quick time, cut away the arm smartly to the side.

Saluting to the side is carried out as above, except that the head and eyes will be turned in the direction in which the salute is given. All ranks are invariably to salute with the right hand, except when physically incapacitated from doing so, in which case they will salute with the left hand.

When returning a salute, officers must acknowledge it with the prescribed salute. If two or more officers are saluted the senior will normally return the salute. Should however this officer not perceive the salute it is the duty of the next senior who observes it to return it.

(2) When an airman passes an officer, he will salute on the third pace before reaching him and cut away the hand on the third pace after passing him; if carrying a cane, he will place it smartly under the disengaged arm, cutting away the hand before saluting.

(3) An airman, if sitting when an officer approaches, will stand at attention facing the officer, and salute. If two or more airmen are sitting or standing about, the senior N.C.O. or airman will face the officer, call the whole to attention and alone will salute.

(4) When an airman addresses an officer, he will halt two paces from him and salute; he will also salute before withdrawing.

(5) An airman, when not wearing a cap, or when carrying anything other than his rifle, will, if standing still, come to attention as an officer passes, if walking, he will turn his head smartly towards the officer in passing him.

(6) When driving a horsed vehicle, an airman will bring his whip to a perpendicular position, with the right hand resting on the thigh, and turn his head smartly towards an officer when passing him.

(7) An airman riding on a vehicle will turn his head smartly towards an officer when passing him.

(8) A cadet is to comply with the above.

(9) Airmen in a group, when passing or overtaking an officer, unless being marched in a party, will all salute.

(10) So long as there is sufficient light, by day or night, to allow of an airman recognizing an officer, he will invariably salute.

Presentation at a Foreign Court

1794. An officer who wishes to be presented at a foreign court will make an application to His Majesty's representative at that Court.

1795. A guard of honour, as a general rule, of 100 rank and file, with a Flight Lieutenant in command, two junior officers, a proportion of sergeants, will attend:—

Guards of honour of 100 rank and file.

(i) Upon the King and other Royal personages; and upon Presidents of Republican States.

(ii) At State ceremonials.

Similar guards of honour will attend upon governors and lieutenant-governors administering the government of His Majesty's possessions on such occasions as are customary within their governments. (Guards of honour will not be detailed when the governors and lieutenant-governors are returning after leave of absence, the duration of which has not exceeded three months, nor when they are merely arriving at, or departing from, one or other of the ports within their government; nor on merely changing their residence.)

(iii) Whenever a guard of honour is provided by the Royal Canadian Air Force, the senior Royal Canadian Air Force Officer of the station will be the officer responsible for accompanying the distinguished guest on the inspection of the guard.

1796.

Guards and Sentries

1797. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family, will pay no compliments except to the King and members of the Royal Family; and guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms.

Guards saluting.

1798. Guards are at all times between Reveille and Retreat to turn out and pay the proper compliments to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

Compliments by guards.

1799. An officer who is not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family, the Lord-Lieutenant of Ireland, and governors or lieutenant-governors within the precincts of their governments.

Officers not in uniform.

1800. To C.O.—irrespective of their Air Force rank—their guards are to turn out and present arms, once a day.

Compliments to C.O's.

1801. When a general officer in uniform or a person entitled to a salute, passes in the rear of a guard, the commander is to cause his guard to fall in and stand with sloped arms, facing the front. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior commander.

To officers passing.

1802. Guards are to turn out at all times when armed parties of any branch of His Majesty's Forces approach their posts. They will not pay compliments between the sounding of "Retreat" and "Reveille." They will not turn out to unarmed parties.

Guards to turn out under arms.

1803.

1804. All guards and sentries are to pay the same compliments to commissioned officers of His Majesty's Forces—when in uniform—as are directed to be paid to officers of the regular Air Force. Guards and sentries will pay compliments to commissioned officers of the departments of the Air Force according to their ranks or corresponding ranks, as the case may be.

Compliments to officers of other services.

1806. The Royal Standard, being the personal flag of the Sovereign, is to be hoisted on official buildings or enclosures only when His Majesty the King is personally present in the building or enclosure.

Visits by the King.

1807-1828.

Salutes in Boats

1829. The following are the rules for saluting, to be observed in Royal Canadian Air Force boats:—

Boats Saluting.

(i) When an officer is in the boat.

Rank of Officer in Boat	When Passing	Under Oars	Meeting at Landing Place or alongside Ship
Field Officers.....	Admiral or General Officer....	"Lay on Oars," Officer salutes.	Crew "Eyes Front," Officer and Coxswain salute.
Field Officers.....	Other naval and military off- icers if senior.	Officers salute.....	Officer salutes.
Officers below rank of field officer.	Admiral or General Officer....	"Toss Oars," officer salutes.	Crew "Eyes Front," officer and Coxswain salute.
Officers below rank of field officer.	Commodore {Colonel..... Captain....} Lieutenant- Colonel.	"Lay on Oars," officer sal- utes.	Crew "Eyes Front," Officer and Coxswain salute.
Officers below rank of field officer.	Other officers of either service whom they know to be senior.	Officer salutes.....	Officer salutes.

(ii) When no officer is in the boat:—

—	When Passing	Under Oars	Meeting at Landing Place or alongside Ship
Admiral.....	General Officer..... Colonel..... Lieutenant-Colonel.....	} "Toss Oars," Coxswain sal- utes.	Crew "Eyes Front," Coxswain salutes.
Commodore.....			
Captain.....			
All other officers.....	"Lay on Oars," Coxswain salutes.	Crew "Eyes Front," Coxswain salutes.

NOTE:—In boats fitted with crutches oars are never to be tossed, but the salute should be given by laying on oars.

- (iii) In steamboats engines are to be stopped in those cases in which in pulling boats, oars are tossed; engines are to be eased in those cases in which pulling boats "lay on" oars.
- (iv) Laden boats, or those towing or in tow, are not to toss or lay on their oars.
- (v) Coxswains of boats under oars or sails, when an officer is in charge, salute only at landing places.
- (vi) Salutes in boats, under oars, or sails, are to be made sitting down; in other cases standing up.
- (vii) Boats laying off on their oars are to salute as above, but the bowmen will salute as well as the coxswain.
- (viii) Boatkeepers salute standing up in the ordinary manner.
- (ix) For a Royal salute the crew toss oars and stand up (in double-banked boats only).
- (x) When a general officer is saluted with guns he will, on the first gun being fired, if in a steamboat, stop the engines, or, if in a pulling boat, "lay on oars" and on the last gun being fired will turn towards the ship and salute.

Air Force Funerals

1830. An Air Force funeral will be accorded to: When provided.

- (a) an officer or airman buried at, or near the station at which he is serving at the time of his death;
- (b) an officer or airman who dies away from his station, or whose relatives desire that he shall be buried in a particular locality away from his station, provided that a Royal Canadian Air Force unit stationed in the vicinity can supply trailer and personnel by its own transport, and that additional expense to the cost of petrol is not incurred. (In certain cases military units may be in a position to assist, with the approval of the District Officer Commanding); or
- (c) an officer or airman, in exceptional circumstances, who is buried at a distance from a Royal Canadian Air Force unit and where additional expense in conveyance of personnel is involved. In such cases, sanction must be obtained from the Minister.

1831. An officer is entitled to burial with air force Entitlement.
honours subject to the above conditions, provided that he was on the active list at the time of his decease; an airman is so entitled if up to the time of his death he had been in receipt of pay from air force funds. Exceptions will only be made with the approval of the Minister, but, if approved, air force honours may be accorded to an officer or airman whose death was directly attributable to wounds received in action, and also to retired officers of high rank.

1831A. Officers and airmen, who are not on service Those not entitled.
at the time of death, are not entitled to air force funerals, but, if circumstances permit, and no expense to the public is involved, facilities may be afforded for such funerals.

1831B. Firing parties will only be detailed for strictly Firing Parties.
air force funerals.

1832.

1833.

1834. Funeral parties of officers and airmen will consist Funeral parties.
of the following, who will conform with the ceremonial laid down in the "Manual of Royal Air Force Drill and Ceremonial":—

- (a) The escort party:—In the event of sufficient personnel being available, the following escorts will march at the head of the procession:—

Funeral of	Escort			
Air Chief Marshal...	30	officers and	300	airmen.
Air Marshal.....	10	"	200	"
Air Vice-Marshal....	5	"	100	"
Air Commodore.....	4	"	75	"
Group Captain.....	3	"	55	"
Wing Commander...	2	"	50	"
Squadron Leader....	1	officer and	45	"
Flight Lieutenant....	1	"	40	"
Flying Officer.....	1	"	35	"
Observer Officer....	1	"	35	"
Pilot Officer.....	1	"	30	"
Warrant Officer.....	1	warrant officer and	25	airmen.
Sergeant.....	1	sergeant and	20	airmen.
Other airmen.....	1	"	10	"

The Department of National Defence will be informed of the arrangements for the burial of an officer above the rank of air commodore, in order that the appropriate salute of guns may be accorded by either the Royal Canadian Navy or Militia, if it is so desired.

- (b) The firing party consisting of one sergeant, one corporal and ten aircraftmen, who will be drawn up two deep facing the building where the body is placed. The party will be under command of the sergeant, and will be armed, and carry three cartridges S.A. .303 blank. The duties are to be rehearsed whenever opportunity permits.
- (c) The bearer party, consisting of six airmen and a reserve of four airmen, who will see that the union jack and the head dress are properly secured on the coffin.
- (d) The supporting party:—The pall is to be accompanied by six officers or six airmen, of the same rank as that held by the deceased, but if sufficient officers or airmen of that rank cannot be obtained, those next in seniority are to supply their place. At an officer's funeral, the supporting party will march at the sides of the pall. At an airman's funeral, the bearer party will form the supporting party when the coffin is not being borne.
- (e) The attending party, which will consist of as many officers and airmen of the unit as may be desirous of attending and can be spared from their duties.
- (f) Band, if available.

1835. A senior commander may attend or depute an officer under his command to represent him at the funeral of an officer of the command killed on flying duties. The officer deputed, should, whenever possible, be selected from the unit most accessible to the place at which the funeral is held.

1836-1837.

1838. In addition to the firing parties, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a sergeant by the sergeants, and that of a corporal by the corporals, of the unit to which the deceased belonged or was attached. The funeral of a N.C.O. or airman will be attended by the squadron, etc., (officers included) to which he belonged or was attached.

Parties to
attend
funerals.

1839-1840.

CHAPTER XIV

Office Work, Correspondence, Documents, Returns, Books, Records and Stationery

1. Office Work and Correspondence

GENERAL INSTRUCTIONS

1841. An officer will only in exceptional circumstances refer to superior authority matters which he has power to decide himself. Officers will deal promptly with correspondence, and will suppress any tendency to unnecessary correspondence.

Unnecessary
correspondence.

1842. An officer is responsible for the correctness of documents submitted to him. In transmitting correspondence to higher authority, he is to record his opinion or recommendation thereon, adding such observations, based on local knowledge, as may enable a final decision to be arrived at.

Transmission
of corre-
spondence.

1843. Correspondence will usually be dealt with as indicated below:—

- (i) Important matters, requiring the individual opinion of every officer comprised in the chain of command, must be passed through the hands of all such officers to District Officers Commanding, and, if necessary, to Defence Headquarters.
- (ii) Other matters, which do not require the individual opinion of each officer in the chain of command, may be transmitted direct to the authority who has power to dispose of the case, copies of precis of the correspondence being sent

to any officer in the chain of command whom it is considered desirable to keep informed on the subject but through whose office the correspondence has not actually passed.

- (iii) Routine matters, on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be so dealt with.

As no rules can be laid down classifying subjects as in (i), (ii), or (iii) the responsibility of deciding the course to be adopted will rest with the officer originating the correspondence.

It may happen that correspondence may pass from one of the above categories to another. In such cases the office i/c the papers when change occurs will be responsible that they are passed through the proper channel.

1843A. All official letters and parcels received in Air Force offices will be opened by an officer.

1844. Official letters are to be written on official paper with quarter margin. Memoranda may be written on half foolscap size, and both are to be headed thus:—

Station..... Date..... (Here state subject, office number.)
Enclosures.

Each subject must be treated in a separate letter, and is to be briefly indicated in the upper left-hand corner of the letter thus:—Discipline, Equipment, Transport, etc. Paras. are to be numbered and enclosures described in the margin, or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank and unit or appointment of officers are to be added after their signatures. Signatures are to be in manuscript and not stamped with the sole exception that signatures to entries of the date of mobilization and of the posting on mobilization in the attestations of reservists may be made with stamps issued for that purpose. When a communication has reference to previous correspondence, the registered numbers, and dates, of the former letters, are to be quoted.

1845. Unless instructions are given to the contrary, replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original ends, and the person who affixes it will mark the original No. 1, and his minute No. 2. Each succeeding minute is immediately to follow that which by date precedes it, and will be numbered in sequence. A fresh half-sheet is to be added, when required. If the back of the paper is used, the margin is to be on the right-hand side of the paper, so that it will

correspond with the margin on the front of the page. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and, each should be distinguished by the number of the minute, with the addition of A.B.C., etc., to denote the first, second, third, etc., enclosure.

Correspondence addressed to civilians will be treated in the manner customary in civil life, and replies will not be sent in minute form.

Correspondence with civilians.

1846. Correspondence, returns, etc., for Defence Headquarters is to be addressed to the Secretary, Department of National Defence, Ottawa, and not to any individual by name.

Correspondence with Defence Headquarters.

Local correspondence will not ordinarily be forwarded if the matter cannot be clearly elucidated in the letter, a precis of the local correspondence, bringing out the salient points, will usually suffice. Replies to Defence Headquarters letters will bear, in addition, any further address indicated in those letters. Replies to Defence Headquarters letters must quote the Defence Headquarters registered number. All envelopes containing periodical returns are to be inscribed "Returns" in the left-hand upper corner.

1847. When documents (other than periodical returns or statements), plans, or other articles are forwarded to Defence Headquarters in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

Memo. to be attached to documents, plans, etc.

1848.

1849. The address on the envelope of every letter sent on official business through the post should contain a precise indication of the place where delivery is desired, and, where this cannot be given abbreviations which are not likely to be understood by the Post Office officials should be avoided.

1850. In direct correspondence between Air Officer, between C.O's and between heads of Departments, letters are to be signed by these superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed, the general rule being that official correspondence will be conducted between equals in rank and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

Correspondence between officers in command and staff officers.

1851-1853.

1854. An application from an officer is to be submitted to the C.O. through the Adjutant. An application from an N.C.O. or airman is to be made to his squadron, etc., commander, who, if necessary, will lay it before the C.O. of the unit.

Applications from officer or airman.

1855. Copies of all Defence Headquarters circular letters in force will be kept in a file, which will be communicated to all incoming units on their arrival in a command. Circular letters.

1856. With a view to economy telegrams are to be expressed as concisely as is consistent with clearness, particular care being taken to omit every superfluous word. When a letter will answer the purpose, a telegram is not to be sent. Telegrams.

Copies of all ordinary telegrams received from or forwarded to Defence Headquarters should be sent to the Deputy Minister, Department of National Defence without a covering letter.

The cost of telegrams is not chargeable to the public unless the subject of the message relates strictly to the Air Service. Messages of congratulation or condolence are chargeable to the senders. Cost.

The following instructions are to be observed, viz:—

- (a) Telegrams sent by, or at request of, officers applying for leave, supersession, exchange, or on other points entailing a modification of the rules of the service for their own convenience will be charged to such officers. General instructions as to telegrams.
- (b) Telegrams addressed to Defence Headquarters or to other headquarters are not to be repeated to other departments of Government nor to individuals. It is to be understood that the information contained in such telegrams will be communicated to all concerned by the proper department.
- (c) The form on which telegraphic messages are delivered shows the date and place of despatch, consequently the description of the unit or sender only is necessary to show the origin of the message.

2.—Documents and Maps Marked Secret, Confidential or for Office Use Only

1857. (1) Documents are classified under two heads, as follows:— Classification of Documents as Secret, Security or Confidential.

- (a) *Publications*: which include books, codes, cyphers, pamphlets, proceedings, records, reports, maps, charts, plans and diagrams.
- (b) *Correspondence*: which includes letters and explanatory attachments to letters. Maps, charts, plans or diagrams, when used solely as explanatory attachments to letters, are classified as correspondence.
- (2) (a) Documents which require special protection will come under one of the following three categories: Secret, Security, Confidential.

- (b) The secret category will be a single unqualified class, not subject to any further subdivision and will be restricted to documents containing information of the following descriptions:—
- (i) Information as regards preparation for war, plans, intelligence, disposition and movements which cannot reasonably be deduced from information generally available.
 - (ii) Information on technical research and progress.
 - (iii) Cyphers and codes.
- (c) The security category will be used for War Office or Canadian Militia documents which, for purposes of personal study or professional training, must be circulated and which at the same time should be safeguarded.
- (d) The confidential category will be used for documents the circulation of which should be restricted for administrative reasons.
- (e) A confidential document issued by the Admiralty or Royal Canadian Navy, marked "Not to be communicated to officers below the position of C.O. of His Majesty's Ships" is to be treated as "Secret" if issued to officers of the Air Force, and must be so endorsed on receipt.
- (f) The category "For Official Use Only" is to be used for R.A.F. Publications only. Documents other than R.A.F. issued for service information which, as a matter of general principle should not be given to the public, will be marked "Not to be Published."
- (g) Air Force secret or confidential publications will normally be assigned a reference number prefixed by the letters "S.D." (secret document) or "C.D." (confidential document) and in addition each copy will be numbered consecutively. Publications issued periodically will be distinguished by the addition of the year after the serial number (e.g., S.D.109/1934 (3), will denote the third issue of S.D. 109 for the year 1934).

1858. (1) Distributing Authorities comprise the Air or other Officers Commanding Air Commands, the District Officers Commanding, and the Officers Commanding Air Force Stations and Units administered direct, to whom secret, security or confidential documents are sent by National Defence Headquarters.

(2) The officer held to be in immediate charge of the custody and distribution of secret, security or confidential documents at National Defence Headquarters will also be termed a Distributing Authority.

- (3) Distributing Authorities will be responsible for:—
 - (a) The safe custody of all secret, security or confidential documents while in their care.
 - (b) The distribution of such documents to persons authorized by competent authority to receive or have access to the same.
 - (c) The keeping of a proper record of the receipt, distribution and destruction of all such documents.
 - (d) The strict observance of any special orders and instructions with respect to such documents and that, where necessary, such orders and instructions are brought to the notice of persons issued with or authorized to have access to the said documents.

(4) Distributing Authorities may detail officers who, under their supervision will be responsible that the instructions contained in para. 1858 (3) are complied with.

1859. (1) Secret, security or confidential documents for transmission by post, or otherwise, outside the office in which they are held will be enclosed in two sealed envelopes or wrappers of which the inner cover only be marked "Secret," "Security," or "Confidential" to suit the category of the contents. In the case of secret documents, the inner envelope will be wax-sealed, while in the case of a confidential report on an officer the inner envelope will be so marked as to indicate its contents. The outer envelope will be superscribed with the address only.

Transmis-
sion of
documents
requiring
special
protection.

(2) In the absence of instructions indicating any other method of transmission, all secret documents, except codes and cyphers, and secret or confidential signal books (see sub-para. (4) below), will be sent by registered post. They will never be sent by ordinary post. Security or confidential documents will be similarly dealt with whenever it is considered that the circumstances demand special methods.

(3) Secret, security or confidential documents for despatch abroad should be sent by Canadian or British packet.

(4) The delivery of secret codes and cyphers, and of secret or confidential signal books, will always be undertaken by an officer personally; in no circumstances will they be despatched by post.

(5) All envelopes marked "SECRET," "SECURITY," or "CONFIDENTIAL" will be opened by an officer only.

(6) Receipt of all such documents will be acknowledged at once.

Letters or forms of acknowledging receipt of protected documents may be transmitted by ordinary post, provided the document acknowledged is referred to by number only.

1860. (1) All secret, security or confidential documents will be taken on charge in a register. A receipt will invariably be obtained for all such documents issued for retention or on loan; each issue being accompanied by a receipt form in duplicate. The original copy of the receipt form, if found correct, will be retained by the receiving officer and used as a supporting voucher to the register entry and the duplicate copy will be signed by him and returned immediately to the Distributing Authority or other officer who made the issue.

To be taken on charge and accounted for by receipt forms.

(2) When a receipt for a secret, security or confidential document is not received within a reasonable period, steps will be taken by the sender to ascertain whether or not the document has been received.

(3) Distributing Authorities will retain the duplicate copies of receipt forms in support of any distribution made and, in the case of publications, immediately after distribution will furnish to National Defence Headquarters a list showing how the publications have been distributed.

1861. (1) The officer to whom a secret, security or confidential document is entrusted is personally responsible for its safe custody. He will ensure that its contents are disclosed only to those who in his discretion are required by the nature of their duties to be aware of it. He will not study it in the presence of persons not entitled to see it and will not leave it exposed during his absence.

Custody of Secret, Security or Confidential documents.

(2) Secret documents of far reaching importance, such as cypher books, signal publications, mobilization plans, defence schemes, strategic appreciations and secret intelligence papers will always be kept in steel safes when not in actual use. Safes must be effectively protected.

(3) Secret, security or confidential publications will not be copied except by permission of the initiating authority. The publication of official documents or information, or their use in personal controversy, or for any private purpose, without due sanction from superior Air Force authority will be treated as a breach of official trust under the conditions of the Criminal Code of Canada.

(4) No secret, security, or confidential document will be taken outside the jurisdiction of the Distributing Authority concerned without that officer's permission.

(5) Documents classed as secret, security or confidential will not be referred to in any document which is not itself marked "Secret," "Security" or "Confidential," to suit the class required.

1862. Secret, security or confidential documents, other than cyphers and codes, may be loaned by Distributing Authorities within the discretionary powers referred to in para. 1861 (1) K.R. & O. for the Royal Canadian Air Force. Such loans will be made only for definite periods of not more than three months but may be renewed from time to time, as may be necessary. Before the loan is made, the officer responsible for making the issue, will satisfy himself by due inquiry that the borrower has means for adequately safeguarding the document. A person to whom a document has been loaned will be held personally responsible for its safe custody until it has been returned. An officer or airman will not take away from the unit in which he is serving, any copy or copies of a secret, security or confidential document which may have been issued for the service of the unit and which he may have in his possession on temporary issue.

Loan of
Secret,
Security or
Confidential
documents.

1863. To reduce the risk of loss and to bring any deficiency quickly to light, all secret, security or confidential publications on register charge will be checked on the 1st February, 1st May, 1st August and 1st November by their holders to verify that all such publications are still in possession and all amendments have been incorporated. On completion of the check a certificate will be rendered to the Distributing Authority concerned, that the publications have been checked, are in safe keeping, and that all amendments have been incorporated.

Quarterly
Check.

1863A. Distributing Authorities will forward through the indicated channels to National Defence Headquarters annually on the 1st of November a list of all secret, security or confidential Air Force publications (excluding cyphers) on register charge, including those on loan, together with a certificate stating that the publications have been duly checked, accounted for and amended.

Annual
return.

1863B. A record will be made in secret, security or confidential publications of all amendments embodied therein, and where no printed "record sheet" is provided for that purpose the entry will be made in manuscript inside the front cover of the publication.

Amendments.

1863C. When any deficiency in secret, security or confidential documents is discovered, a detailed written report will immediately be made to the Distributing Authority concerned, who will notify National Defence Headquarters, convene a court of inquiry or take such other action as the case may demand.

Documents
lost or
missing.

1863D. When copies of secret, security or confidential documents are ordered to be destroyed, they will be destroyed by fire in the presence of two officers, one of whom will usually be the officer for the time being in immediate charge of such documents. A certificate of destruction, which will always show the authority for destruction, will be prepared in triplicate. This certificate will be signed by the officers in whose presence the documents were destroyed, and given to the Distributing Authority concerned. Two copies will be transmitted to National Defence Headquarters.

Destruction of superseded or obsolete documents.

1863E. On the supersession of a Distributing Authority or other officer responsible for secret, security or confidential documents, a list of publications on register charge will be prepared in duplicate. The list will be verified in the presence of the incoming and outgoing officers and will then be signed by both these officers. The original of the list will be filed at the Headquarters of the District, or of the Unit, and the duplicate will be forwarded to the Distributing Authority concerned for information and retention. The incoming officer will furnish the outgoing officer with a signed certificate to the effect that all publications have been checked against the register and document transit forms, and have been taken over as correct. The outgoing officer will on no account retain a list of publications held by the incoming officer.

Handing over on transfer of officers.

1864. (1) Documents marked "Not to be Published," or "For Official use Only," issued from National Defence Headquarters for the public service, will be preserved and dealt with as public property.

Documents marked "Not to be Published"—how dealt with.

(2) Information contained in a document marked "Not to be Published" or "For Official Use Only" will not be communicated to the press, nor to any person not holding an official position in His Majesty's Service.

(3) Publications marked "Not to be Published or "For Official Use Only" may be deposited in officers' messes and station reference libraries when issued for that purpose.

3.—Reports and Returns

Casualties

1865-1871.

1871A. The reports and returns classified in Appendix III are to be furnished by the officer indicated therein. Single copies only are required, unless otherwise directed, and are to be sent to Defence Headquarters through the usual channels.

Periodical Returns.

1871B. (1) On the death of an officer, a written report will be made to Defence Headquarters, through the proper channels, as follows:—

Death Report
of Officer.

Status of deceased	By whom made
General or Staff Officers or officer doing extra unit duty.	General Officer under whom deceased was serving.
Unit or departmental officer....	C.O.

In these reports (which are in addition to entries in returns), the date of decease and particulars thereof are to be noted.

(2) The death of a warrant officer will be reported in a separate letter to Defence Headquarters, through the proper channels, by his C.O.

Warrant
Officers.

(3) Immediately after the death of an airman, his immediate C.O. will make out a detailed report in duplicate. The original will be forwarded to Defence Headquarters through the proper channels by the O.C. the airman's unit, or the unit to which he was attached.

(4) When an airman dies as a result of an accident or of injuries received, a report of the circumstances will be forwarded to Defence Headquarters.

If an inquest is held, it will be so stated, and particulars furnished as to when, where, and by whom it is held, as well as the evidence given.

In other cases, a Court of Inquiry will be held under para. 674 (i) (a), and the proceedings will be forwarded to Defence Headquarters.

The report and proceedings of a Court of Inquiry will afterwards be attached to the deceased airman's Attestation Papers.

1872. The following rules deal with the use of telegrams in notifying illness or death, other than on active service. Such telegrams will be in addition to the written reports mentioned in para. 1871B, and arrangements for their despatch will be made by the authorities responsible for sending these reports.

Casualty
Telegrams
and Cables.

(1) The dangerous illness of an officer, warrant officer or airman will be communicated by telegram or cable at the public expense to the next of kin wherever resident.

(2) The sudden or accidental death of an officer, warrant officer or airman will be notified by telegram direct to Defence Headquarters.

(3) All deaths will be notified by telegram or cable to the next of kin. The telegram or cable will give all necessary particulars in the case of an officer, and

in the case of an airman, his regimental number, rank, name, place, date and cause of death, and the probable time and place of burial will be sent.

1872A. In all cases of death, whether a telegram or cable is sent or not, a letter written and signed by an officer will be sent to the next of kin, giving in addition to the particulars mentioned in para. 1872, all information as to duration of illness, and any other matters likely to be of interest; and directing when necessary, that application regarding effects of the deceased should be addressed to the Deputy Minister, Department of National Defence direct. Similarly a letter giving all available particulars will be sent under the order of the Commanding Officer to the next of kin whenever a report is received from the medical authorities that a patient under treatment is seriously ill, is certified to be insane, or (if under the age of 21 years) is about to be discharged medically unfit.

1872B. Should an unusual number of deaths or desertions occur, the Commanding Officer will transmit with the monthly return, a report stating the causes thereof. Remedial and precautionary measures taken to check any particular malady, and the measures adopted for the apprehension of deserters, and for checking desertion.

1872C. A deserter is not to be struck off the strength until the declaration of the Court of Inquiry has been made and reported. Until such a time, he is to be returned as absent without leave, although he may have been reported as a deserter.

1873-1874.

1875. When an officer or airman on active service is reported to be missing, and cannot be satisfactorily accounted for, a court of inquiry will be assembled to collect all evidence of the case, and will record an opinion as to whether it is reasonable to suppose that the officer or airman is dead. The court will be convened after such time as the Commanding Officer may consider necessary to allow of the circumstances of the casualty being cleared up, but, if not previously held, a court will be convened in any case at the end of six months.

1876.

1876A. The Air Force estates of deceased members of the Permanent Active Air Force and members of the Auxiliary Active Air Force on duty or undergoing

instruction with the Permanent Active Air Force and of deserters, will be administered regimentally and in accordance with the Regimental Debts Act (Manual of Air Force Law).

1877. Addresses of serving or discharged airmen reservists or pensioners are not to be furnished unless required in due course of law. Applicants should be informed that letters will be forwarded to the man's last known address, if addressed as follows:—

In the case of serving or discharged airmen reservists or pensioners—Care of the Record Officer.

Inquiries regarding an airman's health will be fully replied to without delay by the responsible officer who will give the best available information.

Should the airman inquired for be dead, the date, place and cause of death may be given, but no information regarding his birth, description, official number, history, or next of kin will on any account be supplied to the applicant.

1878-1880.

1880A. Officers, warrant officers and airmen, as designated in List of Air Force Books issued, etc., will be provided with the latest editions of the books mentioned therein, which they will be required to produce at inspections. These books will at first be supplied on requisition, at the public expense, and new editions will be issued when published. When an officer, warrant officer or airman ceases to belong to a unit of the Air Force, he will hand over the books in his possession to his Commanding Officer or, in the case of an Officer Commanding a unit, he will hand them over to his successor.

Books to be kept by officers, warrant officers and N.C.O.s.

Air Force Books, etc., to be Kept by Record Offices and Units

1880B. The books to be kept by every record, office and unit are shown in the following tables.

List of books to be kept.

The Officer i/c Records or the Commanding Officer of the unit is responsible that the books are properly kept, and he should examine them periodically, and see that they are correct and written up to date.

TABLE 1 (a)
PERMANENT ACTIVE AIR FORCE

NOTE.—This table is not intended to show the number of copies of each book to be kept by record offices and unit, which will depend upon the circumstances of the case.

List of Service Books	Record Office	Wing, Squadron, Depots, Parks	Seaplane or Airship Stations	Remarks
<i>Unit Books</i>				
(1) General Orders (file).....	1	1	1	To be kept by Unit Headquarters. Only in case of officers convicted by court-martial.
(2) Royal Canadian Air Force Orders (file).....	1	1	1	
(3) Unit Order Book, Part I.....	1	1	1	
(4) Unit Order Book, Part II.....	1	1	1	
(5) Record of Officers' Services.....	1	1	1	
(6) Digest, Services of Unit.....	1	1	
(7) Attestations (portfolio).....	1	1	1	
(8) General Conduct Sheets (Officers).....	1	1	1	

List of Service Books	Record Office	Wing, Squadron, Depots, Parks	Seaplane or Airship Stations	Remarks
(11) General Conduct Sheets (men).....	1		1	
(12) Letter Book.....	1		1	
(13) Register of Postage.....	1		1	
(14) Copies of Returns (Guard Book).....	1		1	
(15) Register of Correspondence.....	1		1	
(16) Register of Recruits.....	1		1	
(17) Register of Deserters.....	1		1	
(18) Register of Certificates Issued.....	1		1	
(19) Roll of Entry, attached Officers, W.O's and Airmen.....				
(20) Officers' Duty Roster.....				
(21) Return of Clothing and Necessaries.....	1	1	1	
(22) Return of Public Clothing in possession of Squadrons, etc.....	1	1	1	
(23) Bedding Book.....		1	1	
(24) Equipment Register.....		1	1	
(25) Account of Rations.....		1	1	
(26) Copies of Reports of Board of Survey on Clothing, etc.....		1	1	
(27) M.T. Log Book (one for each vehicle).....		1	1	
(28) Aeroplane Log Book (one for each Aeroplane or Seaplane).....			1	
(29) Engine Log Book (one for each Engine).....			1	
(30) Airship Log Book.....		1	1	
(31) Cash Book and Ledger.....		1	1	
(32) Quarterly Indent for Clothing and Necessaries.....		1	1	

TABLE 1. (b)

Permanent Active Air Force

The following books will be kept by squadrons, etc.: Squadron, etc., books.

- (1) Squadron Roll Book.
- (2) Order Book.
- (3) Conduct Book.
- (4) Messing Book.
- (5) Cash Book and Ledger.
- (6) Personal Clothing Issues (file).
- (7) Quarterly Indents on Ordnance for Clothing, etc. (file).
- (8) Monthly Indents on Quartermaster for Clothing and Necessaries (file).

TABLE 2

Auxiliary Active Air Force

NOTE: The units of the Auxiliary Active Air Force will be given a free issue of Air Force books designated below. To ensure uniformity, these books will be obtained from Defence Headquarters on requisition.

Books	Reference No.	Remarks
<p style="text-align: center;">Unit Books</p> <p>(1) General Orders (file).....</p> <p>(3) Royal Canadian Air Force Orders (file).....</p> <p>(4) District Orders (file).....</p> <p>(5) Unit Order Book, Part I.....</p> <p>(6) Unit Order Book, Part II (file or Casualty Book).....</p>		<p>Circumstances affecting the service and pay of warrant officers and airmen will be entered in the unit Order Book, Part II, but the keeping of a Casualty Book showing the above is recommended.</p>
<p>(7) Record of Officers' Services.....</p> <p>(8) Digest Services of Unit.....</p> <p>(9) Guard Book for Letters, copies of instruction, etc.....</p> <p>(10) Register of Correspondence.....</p> <p>(11) Officers' Duty Roster.....</p> <p>(12) Equipment Ledger (e).....</p> <p> (ii) Equipment Ledger (f).....</p> <p> (iii) Equipment Ledger (g).....</p> <p> (iv) Guard Book for copies of reports of Boards on Clothing, etc.</p>		<p>These two books may be combined, Part I being Record of Officers' Services and Part II, Digest Services of Unit.</p> <p>(e) In account with Defence Headquarters.</p> <p>(f) In account with O.C. Squadron.</p> <p>(g) In account with individuals, Unit staff.</p>

Books	Reference No.	Remarks
<p style="text-align: center;">Squadron Books</p> <p>(1) General Orders Book.....</p> <p>(3) Royal Canadian Air Force Orders (file).....</p> <p>(4) Order Book.....</p> <p>(5) Conduct Sheets.....</p> <p>(6) Service Roll.....</p> <p>(7) Nominal Roll and Attendance.....</p> <p>(8) Equipment Ledger.....</p> <p>(9) Equipment Ledger.....</p> <p>(10) Duty Roster.....</p> <p>(11) Squadron Pocket Book.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>A supply will be kept by Unit and sheets, as required, will be obtained by O.C. Squadron.</p> <p>In account with Defence Headquarters. All units in account with individuals of units. To contain (i) Squadron Roll ; (ii) Addresses; (iii) Record of attendance.</p>

1881. The Mobilization Regulations contain instructions as to the disposal of Air Force books by a mobilized unit. Mobilized Unit.

1882. A unit abroad, if ordered on active service, outside the command will take with it all its books; but only those books detailed in the Table of Books, Forms, etc., should be taken beyond the base of operations. Unit serving abroad.

1883. A copy of any record in a Service Book in order to be admissible under Section 163 (1) (h), Air Force Act, as evidence before either a civil court or a court-martial, must be certified to be a true copy by the officer having the custody of such book. It is not sufficient that such certificate should be signed by an officer *for* the officer having charge of such book.

When, therefore, application is made to the Officer in charge of the Records of the unit for a certified copy of an entry in one of the Service Books in his possession for the purpose of production at a court-martial, the purpose for which it is required must be stated in all cases.

Upon receiving an application of this nature, the certified true copy will, in all cases, be signed by the officer in charge of the record himself or if he is absent on leave or for any other reason, it will be signed by the officer who is temporarily in charge in his capacity as officer in charge of the Records, and not *for* the latter.

1884. An Officer Commanding a Royal Canadian Air Force Station, Formation or Unit, is to issue Standing Orders to his Command. These Standing Orders are to contain only orders which are continuously in force, and which are peculiar to the Station, Formation or Unit concerned.

The headnote of Standing Orders so issued will read as follows:—"Published under para. 1884 King's Regulations and Orders for the Royal Canadian Air Force."

1885. All orders affecting airmen will be duly signed and posted in suitable places in quarters. Orders relating to the airmen's pay and accounts, or to any matter requiring special explanation, will be read over and explained to them immediately after such orders are received.

1886. All air force orders received from Defence Headquarters are to be kept in Guard Books. Each volume will contain orders, etc., for one year, and will be numbered and indexed. Air Force order book.

1887. Copies of all official letters will be filed between millboards secured by straps and indexed. In offices in which typewriting machines are not used, press copies Letter Book.

should be taken on copying foolscap. Two files should be maintained, one for letters to departments, and one for those to individuals. Copies of letters need not be kept beyond three years except in the case of those likely to be required for reference.

1888. A register of all letters received will be kept.

Registered
letters
received.
Returns.

1889. Copies of all Returns are to be kept in a guard book in order of date. They may be destroyed after three years.

1890. The orders of a unit will be divided into two parts, as follows:—

Orders of
Unit.

Part I will deal with training, manoeuvres, parades, and matters which do not affect an airman's pay, service or documents; Part II with matters which affect an airman's pay, service or documents. Part II of orders will be framed in the identical words in which the entry is to be made in original and duplicate attestations. Every circumstance which affects an airman's service or pay, including service, proficiency or flying pay, will be published in Part II of orders immediately after its occurrence. When an airman becomes efficient and eligible to draw service, proficiency or flying pay, Class 1 or 2, the fact will be published in Part II.

Copies of Part II of orders (or a notification that none has been issued) will be sent daily to the Record Officer, who will retain them for reference. Copies of Part II of orders will also be sent daily to the Paymaster concerned. Sufficient copies of these orders will be supplied, to enable one to be attached to each squadron, &c., pay list.

Each issue of each part of orders will be numbered consecutively, commencing on the 1st January of each year, and each item will be given a sub-number.

A box file will be used by Record Officer and Commanding Officers for filing these orders. Parts I and II will be kept in separate files.

1891-1895.

1896. The only authoritative record of an officer's service will be that maintained in Defence Headquarters.

1896A. At every unit, or headquarters, a record for purposes of routine administration only, is to be kept in respect of every officer belonging or attached thereto, giving:—

- (i) Permanent home address.
- (ii) Date of birth.
- (iii) Name, address and relationship of next of kin.
- (iv) Religious denomination.

- (v) If married, date of marriage.
- (vi) Date of joining the unit or headquarters.
- (vii) Description of last unit.
- (viii) Date of being posted away.
- (ix) Description of unit to which posted.
- (x) Particulars of leave granted and the authority.
- (xi) Particulars of any periods of attachments to other units and the authority.
- (xii) Periods in hospital or sick quarters or sick at home.
- (xiii) Description of duties upon which employed.
- (xiv) Dates of medical examinations and boards, and the results.
- (xv) Particulars of courts-martial attended as a member or for instruction.
- (xvi) Particulars of courses of instruction attended and the result.

Officers' and Airmen's Services

1897. Every airman will have an official number Service number. which, in the absence of instructions to the contrary, will appertain to him throughout his service. This number will be allotted by the officer in charge of Records, on entry or transfer to the Royal Canadian Air Force, and is to be specified against the airman's name in books, returns, and documents, and in all letters concerning him.

1898. The name in which an airman is attested Change of assumed name. cannot be erased from his attestation or documents. If an airman who has enlisted under an assumed name wishes his true name to be added in his records he must, at his own expense, make a statutory declaration before a magistrate or Commissioner of Oaths as follows:—

I.....(number), (rank), do solemnly and sincerely declare that I was enlisted on theunder the name of..... which name I now declare to be incorrect. The name of.....contained in the accompanying certificate of birth, I now declare to be my true name, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act made and passed in the sixth year of the reign of King William the Fourth, Chap. 62, entitled "The Statutory Declarations Act, 1835."

Signature of Airman.....

Declared before me at.....this..... day.....

Signature of J.P. or Commissioner
of Oaths.....

The airman should be warned that, if the declaration so made is untrue in any material particular, he is liable to be indicted for perjury.

He will forward this through his C.O. to Defence Headquarters. If approved, Defence Headquarters will inform the airman through the usual channels and instruct the Officer i/c Records to make the necessary amendments to the airman's documents.

The true name will then be recorded as an alias, after the assumed name wherever the latter appears in the documents, and in all documents subsequently prepared the true name only will be used. The statutory declaration will be preserved with the airman's attestation.

1899. If an airman wishes to change his name from that registered at birth or baptism to an alias, he must at his own expense make a statutory declaration before a magistrate or Commissioner of Oaths as follows:—

Assumption
of new name.

I.....(number), (rank), (name), do solemnly and sincerely declare that I am a natural-born British subject, and that I was born at.....on..... Furthermore, I am desirous of changing my name, and intend and desire to be known henceforth as..... and I make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provision of an Act made and passed in the sixth year of the reign of King William the Fourth, Chap. 62, entitled "The Statutory Declarations Act, 1835."

Signature of Airman.....

Declared before me at.....this..... day of.....

Signature of J.P. or Commissioner
of Oaths.....

He will send this, accompanied by a certified copy of his birth certificate, through his C.O. to Defence Headquarters, stating the reason why he wishes to make the change.

If approved, Defence Headquarters will cause action to be taken as in paragraphs 1898.

The alias will then be recorded after the original name wherever the latter appears in the documents, and in all documents subsequently prepared the alias only will be used. The statutory declaration will be preserved with the airman's attestation.

1900. The service of every airman will be recorded in the loose-leaf ledger at the Record Office, and upon his Certificate of Service.

Record of
Service.

1901. The Officer i/c Records is to be furnished with the information for keeping the ledger completed up to date.

This information will be furnished in Part II Orders, or, in the case of an airman's character and trade proficiency, by the appropriate form as provided for in paragraph 415 to 418. The record upon the certificate of service will be made in accordance with instructions from time to time issued for that purpose.

1902. The attestation of an airman will be kept in the custody of the Officer i/c Records. Attestation.

1903. The following documents will be attached to the attestation:— Documents attached to attestation.

- (i) Proceedings of any Court of Inquiry on injuries sustained, and on an airman reported missing on active service.
- (ii) The attestation of a fraudulently enlisted airman or of an airman improperly enlisted while belonging to the Air Force Reserve, i.e., the attestation on which it is decided he will not serve.
- (iii) Re-engagement paper.
- (iv)
- (v) Statutory declaration as to correct name.
- (vi) Statutory declaration as to change of name.
- (vii) Documents of a re-enlisted airman (except medical history envelope, which should be attached to that in present use).

1904-1911.

Declaration of Courts of Inquiry into Illegal Absence

1912. A record of the declaration of a Court of Inquiry held to record the illegal absence of an airman is to be entered by the C.O. in a book kept exclusively for the purpose of recording such declarations, the entry being vouched by his signature, after he has inserted on the record the ranks, names and corps of the president and members of the Court of Inquiry, when the record has been duly made the C.O. will destroy the original proceedings of the Court of Inquiry, and will send a duly certified copy of the declaration of the court, on Form M.F.B. 375, to the Officer i/c Records. Courts of Inquiry on absentees.

The records, or true copies purporting to bear the signature of the officer having the custody of the wing book in question, will, on the trial of an airman be admissible in evidence of the facts therein stated. All copies of the declaration which may be required, whether for production in evidence before a court-martial or as vouchers to Air Force accounts, are to be prepared from the record in the aforesaid wing book, and certified as true copies by the officer charged with its custody.

When an airman serving abroad deserts, a certified true copy of the record will be sent to the Record Officer, and on the unit quitting the country the following documents will be left with the staff officer at the port of embarkation:—

- (i) Certified true copy of record from the above-mentioned book.
- (ii) Particulars of character and service completed as far as possible, and signed.
- (iii) Certified true copies of Air Force Service Conduct Sheets.

Entries in
attestation
and duplicate
attestation.

When a unit at home embarks for abroad, a certified true copy of the Court of Inquiry will be sent to the Record Officer.

1913. Every variation affecting an airman's service will be entered in his statement of services or Air Force history sheet, as it occurs or as soon as it is reported in Part II in Orders, as follows:—

- (i) Promotion to or reduction from any rank.
- (ii) Grant or deprivation of any appointment.
- (iii) Extension of regular service.

Date of authority, the amount of gratuity (if any received) and the regulation under which such gratuity was granted to be stated.

- (iv) Re-engagement.

Entry to be made thus: "Re-engaged at..... on.....for such terms as shall complete time for pension service." The date of re-engagement will be that of approval by the competent Air Force authority.

- (v) Continuance in the service beyond time for pension.

Date of authority to be quoted.

- (vi) Conviction by civil power of an offence committed before enlistment, if absent from duty in consequence of the sentence.

An entry is to be made explaining absence from duty.

- (vii) Every conviction by court-martial or civil power, whether the airman is with regular force or in the reserve.

Entry to be made immediately after promulgation or receipt of certificate of conviction by civil power except as provided in 1919 (iii).

- (viii) Absence without leave exceeding five days if service is forfeited and detention awarded by C.O. exceeding seven days.

Entry to be made immediately after disposal of case.

- (ix) Transfer to other corps or to the reserve. Date and authority to be quoted.
- (x) Posting to other units.

- (xi) Alterations of terms of service in consequence of transfer under Section 83 (3) Air Force Act. To be entered thus: "Transferred to..... on.....and conditions of service altered to... ..years with the colours andyears with the reserve." Authority to be quoted.
- (xii) Retransfer from reserve to the regular force a (xi). Authority to be quoted.
- (xiii) (xiv)

- (xv) Date and cause of becoming non-effective.
- (xvi) Reckoning of former service for pension purposes. (a) Both as "qualifying service" and "service" (b) "Service only."

1914. The whole of an airman's service from the date of attestation will be recorded in the Air Force history sheet, in accordance with the following example:—

Country	Service to count as British or Indian	From	To	Length of Service	
				Years	Days
Home.....	British.....	1/4/91	2/11/93	2	216
India.....	Indian.....	3/11/93	5/1/97	3	64
Malta.....	British.....	6/1/97	8/2/00	3	34
South Africa.....	British.....	9/2/00	31/3/06	6	51
	(Voyage as Indo-Colonial Relief)				
	British.....	1/4/06	16/4/06	—	16
India.....	Indian.....	17/4/06	30/4/11	5	14
Home.....	(Disembarked Portsmouth 1/6/11; admitted Netley Hospital 2/6/11; discharged from Netley 2/8/11.....				
Home.....	British.....	1/5/11	2/8/11	—	94
		3/8/11	31/8/12	1	29

1915-1916.

1917. Medical history sheets will be kept in the medical inspection room, or where there is no inspection room they will be kept in the hospital. Medical history sheets.

The following entries in medical history sheets will be made by O.C.'s units or depots:—Insertion of official numbers, dates, and places of enlistments; transfers to other corps, and dates of arrival and departure from station; or of embarkation in, or disembarkation from, troopships or transports; and records of Courts of Inquiry on injuries.

1918.

1919. Air Force Conduct Sheets will be kept up as under:—

- (a) A Service Conduct Sheet for every airman (including boys).
- (b) A General Conduct Sheet for every airman under the rank of Warrant Officer.

Peace

While the unit is serving under peace conditions the Officer Commanding the unit will be responsible for the custody and upkeep of both these conduct sheets.

Active Service

When an airman proceeds on active service the Officer Commanding the unit will at once forward his Service Conduct Sheet to the Officer in charge of Records for custody, and the General Conduct Sheet will accompany the man.

The officer in charge of Records will be responsible that all Service entries are entered up on the Service Conduct Sheet of every airman who is serving under Active Service conditions, until such time as the airman returns to a Home unit. Such entries will be made from the Office Report, which will be despatched monthly in arrear to the Officer in charge of Records, by the Officer in charge of R.C.A.F. Base Records of the Force concerned.

1920. The following entries will be made in the Air Force conduct sheets in accordance with the sub-joined instructions:— Entries in Service conduct sheets.

- (i) Every conviction by court martial, whether the sentence is wholly remitted or not; but no entry will be made of any charge upon which a finding of "not guilty" has been recorded.

The "statement" of the charge as set forth in Appendix 1, Rules of Procedure, is to be entered. Entry of charges.

cases where the "statement" does not disclose the full nature of an offence, such as charges under Section II and 40 of the Air Force Act, the purpose of the "particulars" will be added thus:—

"Neglecting to obey local orders—bathing in the river at a prohibited hour"; or

"Conduct to the prejudice of good order and Air Force discipline—alcoholism."

When the charge is under Section 19, and the particulars show that the offence was committed when on duty or after having been warned for duty, the entry in the service conduct sheet should be:—

"Drunkenness—on duty"; or

"Drunkenness—having been warned for duty."

The original sentence, together with any alteration or revision or variation by the confirming officer, is to be recorded in the column "Punishment awarded." Any remission, mitigation, or commutation subsequent to confirmation, with the date of the order and the name of the officer making it will be recorded in the column for remarks.

Entry of sentence.

The date of the original sentence, is to be recorded in the column "Date of award" with the word "Confirmed" and the date of confirmation immediately below it.

A finding of "Guilty" need not be entered, but where the accused is found guilty of a cognate charge or the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded."

Entry of finding.

When the record of a Court Martial is ordered to be removed, the entry of the conviction is to be erased and the authority quoted.

Erasure of entry.

(ii) Every case of desertion or fraudulent enlistment in which trial has been dispensed with.

Entries where trial dispensed with.

The authority to be quoted and the date of the order entered.

(iii) Every conviction by a Court of ordinary criminal jurisdiction, or court of summary jurisdiction.

Convictions by Civil Power.

When the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the C.O. may, if he thinks that an entry of conviction should not be made, represent the case to an Officer not below the rank of Air Officer, or to the Officer Commanding the Military District, for decision. If it is ordered that no entry is to be made, the case will not be treated as a previous conviction on a trial by court martial.

Convictions by civil power, whether before or after enlistment for offences committed prior to enlistment, are not to be entered or given in evidence against an

For offences prior to enlistment.

airman on trial by court martial. Conviction of offences committed in civil life, while in a state of desertion, are to be entered and given in evidence before a court martial as previous convictions.

For offences while in a state of desertion.

Certified copies of all convictions by civil power will be annexed to the airman's Conduct Sheet. When the imprisonment awarded for any such conviction exceeds seven days, the certified record will be produced in evidence in the same manner as a former conviction by court martial. When the imprisonment is for seven days or under, the conviction is to be treated as an ordinary entry in the Unit Conduct Sheet with regard to the forfeiture of Good Conduct badges.

- (iiiia) Every case in which an airman has been bound over by a court of ordinary criminal jurisdiction or by a court of summary jurisdiction to appear for conviction or judgment, in which the charge has been dismissed, but the airman has been ordered to pay costs.

In cases where the Commanding Officer is of the opinion that an entry should not be made, he may represent the case for decision to an Officer not below the rank of Air Officer or to the Officer Commanding the Military District.

When an entry has been made, a certified copy of the order of the court will be annexed to the Airman's Conduct sheet.

- (iv) Every severe reprimand of a N.C.O.
- (v) Every case of reduction of a N.C.O. to a lower grade or to the ranks for an offence, but not for inefficiency.
- (vi) Every award of detention by the C.O.
- (via) Every award of field punishment by the C.O. (on active service only).
- (vib) Every award by the C.O. of forfeiture of pay (on active service only).
- (vii) In the case of an airman, confinement to barracks for any period exceeding seven days.
- (viii) Every instance of drunkenness.
- (ix) (a) Punishments on board ship. Every award of punishment to an airman below the rank of Corporal by the Commanding Officer of one of His Majesty's ships, in pursuance of the Order in Council of the 19th July, 1918, except an award of stoppages under section 138 (3) and (4) of the Air Force Act.
- (b) Stoppages of smoking on board ship for any period exceeding seven days.
- (c) Every award of punishment, to an airman borne on the books of one of His Majesty's ships which is equivalent to any of the above punishments or to a Unit Entry. (See pages 453-5, Manual Air Force Law).

Entries on board ship

- (x) Every offence entailing forfeiture of pay under the Pay and Allowance Regulations, except:—
 - (a) Where the offence is Absence without Leave, not exceeding two days.
 - (b) Where the forfeiture is in consequence of a civil conviction for which a fine has been awarded and an Air Officer or District Commander has ordered, under sub-head (iii) that an entry shall not be made, or,
 - (c) Where the offence was committed before enlistment.
- (xi) Any punishment awarded by (a), board of visitors to airmen under sentence in an Air Force Prison or Detention Barracks or in a Naval or Military Prison or Detention Barracks, (b), the visiting committee in a civil prison.
- (xii) Every case of admission to hospital on account of alcoholism, duly certified by a Medical Officer, whether it has been dealt with as an offence, or not, is to be entered in red ink, unless the airman has been tried on a charge based upon the same facts and acquitted.
- (xiii) Any special act of gallantry or distinguished conduct by the airman, which has been brought to notice in wing or superior orders, or in despatches, either on active service or directly in the course of duty. These entries are to be made in red ink across the sheet.

1921 (1) The Officer Commanding a Unit is responsible that every award of punishment, except as mentioned below, is entered in the General Conduct Sheet and initialled by an Officer. Entry of Offences.

The following offences will not be entered:—

- (i) Offences exempt from insertion under paragraph 1920 (iii) and (iiia).
- (ii) Offences (other than drunkenness or those involving forfeiture of pay under the Pay and Allowance Regulations) for which confinement to barracks for one day, or its equivalent on board ship, or one extra guard or piquet has been awarded.
- (iii) Offences (other than drunkenness or those involving forfeiture of pay under the Pay and Allowance Regulations) for which admonition has been awarded.
- (iv) In the case of boys, awards of confinement to barracks not exceeding seven days, admonition and awards of "Extra Duties," unless a forfeiture of pay is entailed.

Offences not to be entered.

- (2) (i) Every act of drunkenness committed by an airman is to be entered in black ink and numbered consecutively in red ink, in the column provided for that purpose, the word "drunkenness" to be underlined in red. Cases of drunkenness.
- (ii) Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink, unless the airman has been tried on a charge based upon the same facts and acquitted. Alcoholism.
- (3) All entries in the General Conduct Sheet will be compared once a week by the Unit Commander with the awards that are recorded in the guard reports and minor offence reports. Comparison of Entries with guard reports.
- (4) A General Conduct Sheet, if containing any entries, will be destroyed and a blank one substituted under the following circumstances:—
- (i) On completion of six months from the date of attestation.
 - (ii) After every continuous period of two years during which the airman shall not have incurred an entry in Service Conduct Sheet.
 - (iii) On attaining the rank of Sergeant.
 - (iv) On transfer to the Reserve.

When a new sheet is taken into use, an entry signed by the Squadron Commander will be made at the top of the sheet, "Sheet destroyed (date), last entry (date); (i.e., of award, or in the case of imprisonment or detention, the date of return to duty); number of cases of drunkenness (date of last instance)."

1922. (i) Each entry will be initialled by the C.O. or Administrative Officer in the column for remarks. The signature in full will be appended to Court Martial entries. Rules as to entries.
- (ii) Vague entries such as "improper conduct" are to be avoided.
- (iii) The following abbreviations are to be used:—
 Confinement to barracks—C.B.
 Imprisonment with hard labour—Impt. H.L.
 Detention—Detn.
 Fine—Fined.
 Penal Servitude—P.S.
 Reverts to Permanent Rank.
- (iv) A specimen conduct sheet will be kept in the office of every officer entitled to award an entry.

1923. If a conduct sheet is lost, the C.O. will assemble a Court of Inquiry to investigate the circumstances and obtain evidence as to the entries in the lost sheet. The C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink "Substituted for original lost," with date and C.O.'s signature, being made in front of "number of sheet." Lost conduct sheet.

1924. Guard reports and minor offence reports showing the disposal of accused airmen by C.O's and by Squadron Commanders respectively, are to be preserved in original. Guard reports will be pasted daily in a guard-book and kept for one year. Preservation of conduct sheets and guard reports.

1925. An airman's documents will be disposed of as follows:—

A	B	C	D
Nature of Casualty	Original Attestation	Duplicate Attestation	Conduct Sheets, Copies of Conviction by Civil Power and Documents attached thereto
(i) Death.....	To be destroyed.....	To be forwarded to officer i/c Records, retained for 50 years and then destroyed.	To be destroyed. If, however, the documents are required in connection with a recommendation for the grant of a medal for long service, and good conduct, they will not be destroyed until after the recommendation has been dealt with. (A.O. 209-1912).
(ii) Desertion.....	To be retained by officer i/c Records for 15 years and then destroyed.	To be retained by the man's C.O. for one year and then treated as in C (i).	As in C (ii).
(iii) Discharge.....	As in B (ii).....	To accompany discharge documents as per instructions on fourth page M.F. B. 218, Proceedings on discharge.	As in C (iii).

A Nature of Casualty	B Original Attestation	C Duplicate Attestation	D Conduct Sheets, Copies of Conviction by Civil Power and Documents attached thereto
(iv) On transfer to another Corps.	To be forwarded to Officer i/c records of new corps.	To be forwarded to the man's new C.O.	As in C (iv).
(v) On posting to another portion of the same corps.	To remain in custody of officer i/c records.	To be forwarded to the man's new C.O.	As in C (v).
(vi) Of removal of an armourer or armament artificer to another corps or station.	To remain in custody of officer i/c records.	To be forwarded to the man's new C.O.	As in C (vi).
(vii) On promotion to warrant rank.	To remain in custody of officer i/c records.	If promoted in same unit to remain in custody of C.O.; if in another unit to be sent to new C.O.	To be attached to duplicate attestation and kept as confidential documents. Conduct sheets will only be used under para. 1595 (ii) or in case of reversion from warrant rank.
(viii) Promotion to commissioned rank.	To be forwarded with documents attached thereto, and his medical history sheet to Defence Headquarters for custody.	To be destroyed.....	To be destroyed.

Medical history sheets, except in cases specially provided for by regulation, will accompany the duplicate attestation.

If the unit leaves Canada within the year the documents will be sent to the officer i/c records before embarkation.

1926-1930.

Historical Records

1931. A historical record is to be kept up by the C.O. and Records Officer as follows:—

This record should contain the following particulars relating to the unit or department:—

Digests of
services
of units.
Entries in.

- (i) The circumstances of its original formation.
- (ii) The stations at which it has been employed, and the dates of its arrival and departure from such stations.
- (iii) The Air Force Operations in which it has been engaged, and its achievements.
- (iv) The names of all officers killed or wounded, and the name of any officer or airman who has specially distinguished himself in action.
- (v) The badges and devices which it has been permitted to bear and the reason for which such badges and devices or other marks of distinction were granted, together with date and authority for the same.
- (vi) Alterations in the clothing, arms, accoutrements, with date and authority for the same.
- (vii) Any other important matter relating to its administration, such as changes in peace establishments and terms of service.
- (viii) Drafts received and despatched, their strength, dates of their arrival and departure, and names of the officers who accompanied them. Drafts numerically weaker than an officer's party should not be separately specified.
- (ix) Any other matter which may be considered of historical importance.

1932. A copy of any additions made of the record will be supplied annually on the 1st April to the Record Officer, who will file it in a guard book. The records of each unit will be filed separately.

The record officer will add any further information which he may consider it desirable to record.

1933.

*General Instructions Regarding Marriages,
Permanent Active Air Force*

1934. Marriages of airmen, with or without leave, and births will be recorded in "Register of Airmen" and on the airman's attestation. An airman who marries without leave is not compelled to report his marriage or the birth of his children to his C.O. but it is to his own interest and that of his children that he should do so at once.

Record of marriages, births and baptisms.

Baptisms will be recorded on the airman's attestation and in Chaplain's Register of Baptisms, except where denominational registers are used for the purpose, or where the entries are made in the ordinary church registers by officiating clergy.

1934A. The following particulars of the marriage of every officer of the Permanent Active Air Force Staff and Permanent Active Air Force will be reported to Defence Headquarters within one month of the marriage taking place:—

- (a) Officer's name, appointment (if any), unit, rank and present station.
- (b) Officer's age at time of marriage.
- (c) Wife's maiden name in full.
- (d) Date of marriage.

1935. When an airman's marriage takes place in Canada, care will be taken to ascertain that the ceremony is performed, and registered in accordance with the civil law.

Marriages to be legally performed.

1936. An airman is to ask, at the time of the marriage, for a certificate of the official marriage entry. This will be furnished by the registrar of marriages, if present, and if not by the clergyman or other person who makes the official record of the marriage. This certificate he is to take to his Squadron Commander, who will take the necessary steps to have the particulars transmitted to the Record Officer for insertion in the airman's attestation.

Certificate of marriage.

1937. On the birth of a child, the airman will immediately furnish the Squadron Commander with a certificate of registry of birth, which will be transmitted to the Record Officer immediately on receipt of the information as to the birth, and not delayed in view of baptism, which will be duly reported to the Record Officer. The certificate of registry of birth can be obtained from the district registrar, at the time of registration.

Certificate of registry of birth.

1938. When the child of an airman is baptized, the father will obtain from the officiating clergyman a copy of the baptismal certificate, which he will take to his Squadron Commander, for procedure as laid down in previous paragraph 1934. A baptismal record

Certificate of baptism.

may be of great importance as legal evidence in the absence of a birth certificate* and may further afford the airman means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of wives and children of airmen.

1939. Officers marrying will record their marriage in the record of officers' service.

Records in
the case of
Officers.

1940-1942.

1942A. A board will be assembled annually in every office for the purpose of recommending for destruction documents over three years old. The board will, if possible be composed of the head and two subordinate officers of the office. The recommendation of this board will be submitted to the Chief of the Air Staff, who will issue orders regarding the disposal of the records.

1942B. In the case of those unit records not authorized to be destroyed periodically, the Commanding Officer will assemble a committee of officers to ascertain that such parts as it is advisable to preserve have been correctly copied into other books. The committee will make out a "List of useless documents recommended for destruction," and submit it to the C.O. for transmission to the Chief of the Air Staff.

1943-1948.

* If a birth certificate is lost a fresh one can be obtained on payment of the statutory fees on application to the local Registrar.

CHAPTER XV

Care and Maintenance of Aeroplanes and Mechanical Transport

1949. The procedure to be followed in the event of forced landings:—

Procedure to
be observed.

(a) The pilot of the machine making forced landing:—

(i) Will report by the quickest method available to the O.C. the nearest Air Force unit all relevant information regarding his whereabouts, machine, etc.

(ii) From the time of making this report he will consider himself as under the orders of the O.C. unit to whom he has reported.

- (iii) Will remain in charge of his machine until relieved by the O.C. unit to whom he has reported.
- (iv) Will receive all his orders through the O.C. unit to whom he has reported.
- (b) The O.C. unit to whom the pilot has reported:—
 - (i) Will take charge of the machine forthwith and make all arrangements for its repair (if possible).
 - (ii) Issue such instructions to the pilot as he considers necessary.
 - (iii) Report to the O.C. the unit to which the pilot belongs, giving all relevant information as regards pilot, machine, delay likely to ensue, etc.
- (c) The O.C. unit to which the pilot belongs:—

Will on receipt of reports mentioned in (b) (iii) above, issue any instructions with regard to the pilot or machine through the O.C. mentioned in (b) above, and on no account to the pilot direct, until such time as the pilot again reports to him for duty.

Economy in Use

1950. The utmost economy, consistent with the real Economy requirements of the service, is to be practised in the use of motor vehicles.

1951. Service motor vehicles are to be used solely for His Majesty's service, and no persons who are not concerned in the immediate duty on which such vehicles are being used are to be conveyed in them.

Motor Vehicles to be used solely O.H.M.S.

1952. They are not to be used for the conveyance of officers and men between their places of residence and their work unless this course is rendered absolutely necessary through the absence of service or other suitable accommodation within a reasonable distance. In the latter case routine trips should be arranged.

Conveyance of Officers and men forbidden.

Civilian workmen must not be conveyed in service vehicles without the approval of National Defence Headquarters. When service vehicles are so used adequate precautions must be taken to avoid injury to the workmen.

1953. Motor cars are not to be used as a matter of course when making journeys, and commanding officers are to satisfy themselves before approving the use of

C.O. to approve use of motor cars for journeys.

a car, that material delay or inconvenience would be caused to the service by the use of trains or other public means of conveyance.

In any case motor vehicles are not to be used for journeys of over forty (40) miles, including return journey, without a special authorization for each individual journey from the director concerned.

1954. The use of motor cars to convey officers to distant railway stations where a better railway service is available can only be necessary on rare occasions, and should be limited to cases of extreme urgency.

Use of Motor Cars to convey officers to railway stations.

1955. Economy must be maintained most rigidly with regard to tires. Covers must not be discarded until they are worn out, and vehicles must be driven at a moderate speed.

Economy in Tires.

The same economy must be scrupulously observed with regard to petrol. To prevent waste:—

- (a) Engines must be stopped when vehicles are at rest.
- (b) The smallest powered machine possible for the necessary work must be used, and duplicate journeys must be saved.
- (c) Petrol is not to be used for cleaning purposes.
- (d) It must be ensured that when petrol tins, barrels, etc., are returned to contractors they are properly empty.
- (e) All petrol drawn from store must be signed for by the driver and entered in his log book.

Care of Motor Vehicles

1956. The attention of officers is called to the necessity for great care in the use of motor transport. Care is necessary to maintain the transport in as good condition as possible, and an officer should be detailed at each station or base to act as Transport Officer. This need not interfere with his also carrying out other duties.

Care of M.T.

1957. The principal causes of deterioration in motor vehicles are as follows:—

Case of deterioration of M.T.

- (a) Unnecessary mileage through lack of organization of transport.
- (b) High speeds, for which no service urgency exists, on bad roads, etc.
- (c) Neglect to take small repairs in hand at the time of occurrence.
- (d) Want of scrupulous cleanliness in the engine and working parts.

- (e) Want of care in protecting the car from bad weather, and in keeping it cleaned and oiled when actually undergoing repair.
- (f) Careless and inefficient driving.
- (g) Failure to keep the working parts properly lubricated. This matter requires constant watching.

1958.

Logs

1959. A log-book for recording full particulars of all journeys made by motor vehicles employed on Air Force service is to be kept by the driver of each vehicle. Log-book of M.T.

Special attention is drawn to the instructions at the beginning of the log. The column in the log headed "Service on which employed" should be filled in by stating the destination of the car and the reason for the journey.

1960.

Hirings

1961. No standing arrangements, agreements or contracts for the hire of motor vehicles for service purposes are to be made without the Minister's approval of the expenditure involved. Hiring of M.T.

1962.

Legal Enactments

1963. Officers and men employed on duties connected with service motor vehicles are to make themselves acquainted with the legal enactments on the subject of driving, etc., of motor vehicles, which are to be duly observed. Legal enactments.

Particular attention is drawn to the following points:—

- (a) *Identification marks.*—All service motor vehicles must bear Provincial Markers. Responsibility for registration of vehicles not already bearing Provincial Markers rests with the O.C. the unit on whose charge the vehicles are. Necessary fees should be paid from "Imprest" account.

Markers supplied by the Province must be so displayed as to comply with the Provincial Regulations.

- (i) Markers must be so fitted as to be clearly visible from both the front and from the rear.
 - (ii) A trailer must bear on the back the same number as that borne by the vehicle to which it is attached.
- (b) *Liability for fines.*—The driver of a service motor vehicle is personally responsible for the payment of fines inflicted by Civil Courts for any offence against the ordinary law of the land, whether committed whilst on duty or otherwise.

Officers giving instructions to drivers which result in such an offence being committed are liable to prosecution for aiding and abetting in the commission of an offence.

1964. The speeds of Service Motor Vehicles in Canada must conform to that laid down in the Provincial Regulations governing same. Speed of M.T.

1965. (1) Service motor vehicles must not be driven by any officers, airmen or civilians except those actually responsible for the supply, maintenance, or repair of mechanical transport. Written authorization in each individual case, except in that of men or women posted as M.T. drivers, must be given by the Officer commanding. Liability for fines and damage.

(2) In the event of any claim being received for compensation in respect of any injuries or damage caused by any Air Force motor vehicle, when such vehicle is being driven by an officer otherwise than as provided in sub-paragraph (i), or when such claim is due to or based upon the negligence or misconduct of such officer, no liability, or responsibility will be accepted by the Department of National Defence for any compensation due from or damages awarded against the driver of the vehicle and the Department will not be responsible, financially or otherwise, for the legal defence of any such officer in either civil or criminal proceedings to which he may be made a party in respect of the driving of any motor vehicle.

Accidents to M.T.—Procedure as to Reporting, etc.

1966. All accidents to motor vehicles are to be reported immediately they occur, to the Chief of the Air Staff or other superior authority.

The report should in every case deal specifically with each of the following points:—

- (a) The date, time and place of the accident.
- (b) The names of the service driver and his passengers, and the number of the service car.
- (c) Whether the service driver is authorized to drive.
- (d) What official duty he was on at the time of the accident, and by whose orders.
- (e) The names of all other persons, and the registration number (if any) and description of the other vehicle or vehicles concerned in the accident.
- (f) The width and general characteristics of the road (e.g., straight or winding, or any side turnings) and the state of its surface.
- (g) The position and direction of the vehicles concerned, and of any other traffic, illustrated by a sketch or sketches, showing wheel track and giving exact distances, if possible.

- (h) The pace of the vehicles concerned.
- (i) If the accident occurred after lighting-up time; what lights the vehicles concerned were carrying.
- (j) Whether any of the vehicles gave any warning of approach, and whether there was any, and if so what, indication that the warning had been heard.
- (k) How far apart the vehicles concerned were when they first came into view of one another.
- (l) What steps were taken or omitted to be taken, by the parties concerned to avoid the accident.
- (m) Particulars of the occurrence itself.
- (n) Whether damage was done to any of the vehicles, or to other property, stating its nature and extent, and whether any person was hurt and the nature of his injuries.
- (o) The names and addresses of bystanders, and the statements or documents made by them.
- (p) Any material information not already provided for.
 - (i) In the case of an accident in which a service motor vehicle is concerned, every effort should be made to secure the names and addresses of any person who may have witnessed the occurrence. Where circumstances permit it is very desirable that statements in writing should be taken at the time and signed by those witnesses, whether they are in His Majesty's service or not. If this cannot be done at the time of the occurrence, the witnesses should be written to without delay and asked for statements of their knowledge of the occurrence, and particulars requested to furnish replies to any specific points, e.g., speed, position of the cars, etc., which it may seem desirable to elucidate.

Names and addresses of witnesses of accident.
 - (ii) In all cases it is desirable that the report of the accident should be accompanied by an approximate estimate of the cost of repairing the damage to the service motor vehicle and, if the driver is competent to form a useful opinion, of the damage caused by the service vehicle.

Estimate of cost accident.
 - (iii) In those cases in which damage is sustained by collision with, or through the action of private vehicles, etc., the cost of making good the damage to the service vehicle should be kept separate, and a statement showing the actual expenses incurred, including establishment charges should be forwarded as soon as the repairs are completed. The time occupied in effecting the repairs

Collision private vehicles.

should also be furnished, together with a report stating whether any inconvenience or additional expense arose by reason of the vehicle having been laid up for the repairs in question. The latter information is required in order that it may be determined whether a charge should be made for "loss of use."

The report of the accident should not be delayed for the replies of witnesses, or for the particulars of the actual cost of repairs, which should, however, be reported without delay as soon as they become available.

1967. No admission of liability for damage is to be made without the approval of the Minister.

Admission of liability not to be made.

1968.

1969. The transport of stores by road is to be avoided as much as possible; the railway should be used for this purpose wherever practicable. In particular, rail transport should always be used for condemned stores which have accumulated and for the transport of which there is no urgency.

Transport of Stores by M.T.

1970. Drivers of service vehicles are to be strictly warned not to accept casual passengers, unauthorized civilians (including ladies).

Passengers.

1971-1999

PART II

CHAPTER I

Application of Regulations

2000. These regulations shall by virtue of the provisions of Section 177 of the Imperial Air Force Act and otherwise, apply as well beyond Canada as within Canada to the persons hereinafter declared to be subject thereto.

Regulations to apply beyond Canada.

2001. When a person subject to these regulations is on board ship, they shall apply to him until he arrives at the port of disembarkation in like manner as if he and the officers in command of him were on land at the place on which he embarked on board the said ship, subject to this proviso, that if he is tried and sentenced while so on board ship, and finding and sentence, so far as not confirmed and executed on board ship, may be confirmed and executed in like manner as if such person had been tried at the port of disembarkation.

Application of Regulations to Ships.

(Compare Air Force Act, Section 188.)

2002. The persons in this section mentioned are persons subject to these regulations as officers, and these regulations shall apply accordingly to all persons so specified; that is to say,

Persons subject to these regulations as officers.

(1) Officers of the air force on the active list, including officers holding provisional commissions and officers not on such active list who are employed on air force service under the orders of an officer of the air force who is subject to these regulations;

(2) Any officer of the Canadian Navy or of the Militia who is attached or lent to, or seconded for service with the air force, subject, however, to the modifications contained in these regulations and with this exception, that if the members of the body of the air force with which any such Naval Officer is serving are themselves subject to any law in force for the discipline of the Canadian Navy he shall remain subject thereto;

(3) Every person not otherwise subject to these regulations who, under the general or special orders of the Minister or of the Governor in Council, accompanies anybody of the air force on active service in an official capacity equivalent to that of an officer of the air force;

(4) Any person, not otherwise subject to these regulations, accompanying any part of the air force on active service, who holds from the Commanding Officer of such part a pass, revocable at the pleasure of such Commanding Officer, entitling such person to be treated on the footing of an officer;

(5) Matrons, nursing sisters and probationers in the nursing service, who shall, however, not be entitled to any command or precedence as officers.

(Compare Air Force Act Section 175)

2003. The persons in this section mentioned are persons subject to these regulations as airmen, and these regulations shall apply accordingly to all persons so specified; that is to say,

Persons subject to these regulations as airmen.

(1) All airmen of the air force.

(2) All petty officers, non-commissioned officers and seamen and soldiers of the naval or military forces of Canada, who are attached or lent to the air force, subject, however, to the modifications contained in these regulations, and with the exception that if the members of the body of the air force with which any such petty officer or seaman of the naval forces is serving are themselves subject to any law in force for the discipline of the Canadian Navy, he shall remain subject thereto.

(3) All persons who are employed by or are in the service of any part of the air force when employed on active service, and who are not under the former provisions of these regulations subject thereto.

(4) All persons not otherwise subject to these regulations who are followers of or accompany the air force, or any portion thereof, when employed on active service.

(Compare Air Force Section 176.)

2004. Where an officer, petty officer or seaman of the naval forces when not subject to the laws relating to the discipline thereof, or an officer, non-commissioned officer or soldier of the militia is attached to, or lent to, or seconded for service with the air force, these regulations shall apply to him, subject to the following modifications.

Modifications
of regulations
with respect
to sailors and
soldiers
attached to
Air Force.

(a) A general court-martial for the trial of any such officer, petty officer, non-commissioned officer, seaman, or soldier shall not be convened except—

(i) In the case of an officer, petty officer, or seaman of the naval forces, by the Minister of National Defence or by an officer authorized by a warrant issued in pursuance of this section;

(ii) In the case of an officer, non-commissioned officer, or soldier of the militia by an officer authorized to convene a general court-martial under the law governing the militia (who shall have power to convene a general court-martial for the purposes of this section); except that where the officer, petty officer, non-commissioned officer, seaman, or soldier is serving beyond the seas with a body of the air force, and in the opinion of the air force or other officer commanding that body (such opinion to be stated in the order convening the court and to be conclusive) there is not present any officer so authorized to convene a general court-martial under this section, a general court-martial convened by such air or other officer, if authorized to convene general courts-martial under these regulations, may try such officer, petty officer, non-commissioned officer, seaman, or soldier;

(iii)

(b) A district court-martial for the trial of any such petty officer, non-commissioned officer, seaman or soldier may be convened by an officer having authority to convene a district court-martial for the trial of an airman of the air force.

- (c) Any power in relation to the convening of courts-martial or of authorizing an officer to convene courts-martial, or to delegate the powers of convening courts-martial or of confirming the findings and sentences of courts-martial, or otherwise in relation to courts-martial, which may be exercised by any warrant or warrants may, as respects any such officer, petty officer, or seaman of the naval forces, be exercised only by a warrant or warrants from the Governor in Council.
- (d) Without prejudice to any power of confirmation, the findings and sentences of any general court-martial on any such officer, petty officer, non-commissioned officer, seaman, or soldier shall be confirmed in the case of an officer, petty officer or seaman of the naval forces, or of any officer, non-commissioned officer, or soldier of the Militia, by the Governor in Council, or, in either case, by an officer authorized under this section to convene the same.
- (e) If any such officer, petty officer, non-commissioned officer, seaman, or soldier commits an offence for which he is not amenable under these regulations, but for which he can be punished under the law relating to the discipline of the naval forces or, as the case may be, of the militia, he may be tried and punished for such offence under the law or act as the case may require.

(Compare Air Force Act Section 179A.)

2005. Officers and airmen of the air force during the time they are on any ship of the Canadian Navy in commission (unless made subject to these regulations as hereinafter provided) shall be subject to the law relating to the discipline of the Canadian Navy, for the time being, and shall be tried and punished for any offence in the same manner as officers and seamen in the Canadian Navy.

Application of Law relating to Naval discipline to Air Force serving.

Provided that—

- (a) This provision shall not prevent the application of these regulations to any person dealing with or having any relations with any such officer or airman, or to any such officer or airman if found on shore as a deserter or absentee without leave.
- (b) If any such officer or airman is employed on land the senior naval officer present may, if it seems to him expedient, order that he shall during such employment be subject to these regulations, and while such order is in force, he shall be subject thereto accordingly.

- (c) If any such officer or airman commits an offence for which he is not amenable to a naval court-martial, but for which he can be punished under these regulations, he may be tried and punished for such offence thereunder.
(Compare Air Force Act Section 179.)

2006. (1) Where an officer or petty officer in the Canadian Navy is a member of a body of His Majesty's Naval Forces acting with any body of the air force under such conditions as may be prescribed by regulations made by the Minister of National Defence then for the purpose of command and discipline and for the purposes of the provisions of these regulations relating to superior officers, he shall, in relation to such body of the air force as aforesaid, be treated and have all such powers (other than powers of punishment) as if he were an air-force officer or non-commissioned officer as the case may be.

Relations
between Air,
Military and
Naval Forces
acting
together.

(2) Where an officer or non-commissioned officer of the Militia is a member of a body of His Majesty's military forces acting with any body of the air force under such conditions as may be prescribed by regulations made by the Minister of National Defence then, for the purposes of command and discipline and for the purposes of the provisions of these regulations relating to superior officers, he shall, in relation to such body of the air-force as aforesaid, be treated and have all such powers (other than powers of punishment) as if he were an air-force officer or non-commissioned officer as the case may be.

Provided that under regulations made by the Minister of National Defence, the officers and soldiers of a body of His Majesty's military forces acting with any body of the air force on active service, or any of such officers or soldiers may, in such a manner and in such circumstances and subject to such conditions as may be provided by or under those regulations, be made subject to these regulations, and in such case they shall be subject thereto in like manner as if they were officers and soldiers attached to the air force.

(3) Where an officer or airman is a member of a body of the air force acting with any body of His Majesty's naval or military forces under such conditions as may be prescribed by regulations made by the Minister of National Defence and any such officer or airman is not borne on the books of any ship of the Canadian Navy in commission, then, for the purposes of command and discipline and for the purposes of the provisions of these regulations, relating to

superior officers, the officers and petty officers of such naval body or the officers and non-commissioned officers of such military body (as the case may be) shall, in relation to him, be treated and have all such powers (other than powers of punishment) as if they were air-force officers or non-commissioned officers. (Compare Air Force Act Section 184A).

2007. In the application of these regulations to persons who do not belong to His Majesty's forces the following modifications should be made:—

Special provisions as to application of regulations as to persons not belonging to His Majesty's forces.

- (a) Where an officer has been committed by any person subject to these regulations who does not belong to His Majesty's forces, such person may be tried by any description of court-martial convened by an officer authorized to convene such description of court-martial, within the limits of whose command the offender may for the time being be, and may be tried, and on conviction dealt with and punished accordingly.
- (b) Any person subject to these regulations who does not belong to His Majesty's forces shall, for the purposes of the provisions of these regulations relating to offences, be deemed to be under the command of the commanding officer of the corps or unit or portion of a corps or unit (if any) to which he is attached, and if he is not attached to any corps or unit or a portion of a corps or unit, under the command of any officer, who may for the time being be named as his commanding officer by the air or other officer commanding the force with which such person may for the time being be, or of any other officer named or prescribed by the Minister, or, if no such officer is named or prescribed, under the command of the said air or other officer commanding, but such person shall not be liable to be punished by a commanding officer.

Provided that an air or other officer commanding shall not place a person under the command of an officer of rank inferior to the official rank of such person if there is present, at the place where such person is, any officer of higher rank under whose command he can be placed.

(Compare Air Force Act, Section 184.)

2008. Officers and airmen when not posted to a training centre for duty or training or to any staff or special duty or when not called out for training or ordered to perform training or when not performing training or when not on leave with pay shall be on leave without pay. All leave shall be subject to

Officers and Airmen not on duty to be on leave without pay.

instant cancellation upon the Air Force or any part thereof being placed on active service and may be cancelled when the services of officers are required for duty on courts-martial or courts or boards of inquiry or for other special duty.

2009. (1) When part of the air force is serving out of Canada, and the air officer commanding such parts declares at any time or times that, by reason of the imminence of active service or of the recent existence of active service, it is necessary for the public service that the air force under his command should be temporarily subject to these regulations, as if it was on active service, then, on the publication in General Orders of any such declaration, the force to which the declaration applies shall be deemed to be on active service for the period mentioned in the declaration, so that the period in any one declaration do not exceed the three months from the date thereof.

Declaration that air force beyond Canada is on active service

(2) If at any time during the said period the air officer for the time being is of opinion that the necessity continues he may from time to time renew such declaration for another period not exceeding three months, and such renewal shall be published and have effect as the original declaration, and if he is of opinion that the said necessity has ceased, he shall state such opinion, and on the publication in General Orders of such statement, the force to which the declaration applies shall cease to be deemed to be on active service.

(3) It shall be the duty of every general officer making a declaration or renewal of a declaration, under this section, if he has the means of direct telegraphic communication with the Minister to obtain his previous consent to such declaration or renewal, and in any other case to report the same with the utmost practicable speed to the Minister.

(4) The Minister may, if he thinks fit, annul a declaration or renewal purporting to be made in pursuance of this section, without prejudice to anything done by virtue thereof before the date at which the annulment takes effect, and until that date any such declaration or renewal shall be deemed to have been duly made in accordance with this section, and shall have full effect.

2010. Any power or jurisdiction given to, and any act or thing to be done by, or before any person holding any air force office for the purpose of these regulations, may be exercised by, or done by, to, or before any person for the time being authorized in that behalf according to the custom of the service.

Exercise of powers vested in holder of air force office.

2011. (1) The forms in the appendices to these regulations, and in the appendices to the Manual of Air Force Law and army forms issued by the Minister should be followed in all cases in which they are applicable, and when used shall be valid in law, but a deviation from any such form will not, by reason only of such deviation, render any charge, warrant, order, proceedings, or other document valid.

(2) On admission from or alteration of any such form, shall not, by reason only of the omission or alteration, render any act or thing valid. Forms in
Appendices.

(3) The notes to, and instructions in, the forms shall be considered as instructions which it is expedient to follow in all cases to which the notes and instructions apply.

2012-2014.

PART II

CHAPTER 2

Application of Air Force Act and Rules of Procedure to the Royal Canadian Air Force

Air Force Act

2015. The Air Force Act for the time being in force subject to such modifications and exceptions as are hereinafter set forth shall be applicable to the Royal Canadian Air Force to the same extent and with the same force and effect as if the provisions thereof were regulations made by the Governor in Council under the powers conferred by section 5 of the Air Board Act. Sections of
Air Force
Act made
applicable.

2016. In the application of Part I of the Air Force Act to the Royal Canadian Air Force, as provided by para. 2015 of these regulations, the following exceptions and modifications will be made:— Part I. A.F.A.
Modifications
and exceptions.

(1) Section 13 shall not apply.

(2) Section 19. The sum of \$16 shall be substituted for the fine therein mentioned.

(3) Section 30, subsections 3 and 6, the expression "provisions of any laws" shall be substituted for the expression "provisions of this Act," wherever it appears in the said subsections.

(4) Section 31, subsection 1. The expression "authorized by any law relating to the impressment of carriages" shall be substituted for the expression "authorized by this Act" where it appears in the said subsection.

Subsections 2, 3, 4 and 7. The expression "provisions of any laws" shall be substituted for the expression "provisions of this Act," wherever it appears in the said subsections.

(5) Section 33. The word "person" shall be substituted for the word "justice" where it appears in the said section.

(6) Section 34. The expression "Air Force" shall be substituted for the expression "regular Air Force," where it appears in the said subsection.

(7) Section 41 shall not apply, and the following Regulation shall be substituted therefor:—

"Subject as hereinafter provided every person who, while he is subject to these regulations commits any of the offences in this section mentioned shall be deemed to be guilty of an offence against these regulations, and if charged under this section with any such offence (in these regulations referred to as a civil offence) shall be liable to be tried by court-martial, and on conviction to be punished as follows that is to say:

Offences punishable by ordinary law of Canada.

(1) If he is convicted of treason be liable to suffer death, or such less punishment as is in these regulations mentioned; and

(2) If he is convicted of murder, be liable to suffer death; and

(3) If he is convicted of manslaughter, be liable to suffer penal servitude, or such less punishment as in these regulations mentioned; and

(4) If he is convicted of rape, be liable to suffer penal servitude, or such less punishment, as is in these regulations mentioned; and

(5) If he is convicted of any offence not before in this section particularly specified which when committed in Canada is punishable by the law of Canada be liable, whether the offence is committed in Canada or elsewhere, either to suffer such punishment as might be awarded to him in pursuance of these regulations in respect of an act to the prejudice of good order and air force discipline, or to suffer any punishment assigned for such offence by the law of Canada.

Provided as follows:—

(a) A person subject to these regulations shall not be tried by court-martial for treason, murder, manslaughter or rape committed at any place in Canada or any other of His Majesty's Dominions, unless such person, at the time the offence was committed, was on active service, and cannot conveniently be tried for such offence by a competent civil court and there is no such court held

within one hundred miles measured in a straight line from the place at which the offence was committed."

(8) Section 42 shall not apply, and the following Regulation shall be substituted therefor:—

"If an officer thinks himself wronged by his commanding officer, and on due application made to him does not receive the redress to which he may consider himself entitled, he may complain to the Defence Council in order to obtain justice, and the Defence Council is hereby required to examine into such complaint, and if the complaint is not redressed and the officer so demands, to make through its president a report to the Governor-in-Council."

Mode of
complaint
of officer.

(9) Section 44, subsection 9, shall not apply.

Subsection 12.—The expression "authorized by the Pay and Allowance Regulations for the Royal Canadian Air Force" shall be substituted for the expression "authorized by this Act," where it appears in the said subsection.

(10) Section 46, subsection 2 (b). The expression "\$16.00" shall be substituted for the expression "10 shillings," where it appears in the said subsection.

Subsection 2 (c).—The expression "authorized by the Pay and Allowance Regulations for the Royal Canadian Air Force" shall be substituted for the expression "authorized by this Act," where it appears in the said subsection.

(10A) In the application to the Royal Canadian Air Force of Section 47 of the Air Force Act, the Adjutant-General, or, in his absence, the Officer acting as Adjutant-General and each District Officer commanding a Military District shall be an additional authority who shall have power to deal summarily with a charge against an officer below the rank of Squadron Leader or against a Warrant Officer, under the provisions of the said Section 47 of the Air Force Act.

(11) Section 48, subsection 1, shall not apply, and the following regulation shall be substituted therefor:—

"A general court-martial shall be convened by the Governor in Council, or by an officer deriving authority to convene a general court-martial immediately or mediately from the Governor in Council."

(12) Section 52 (1), for the oath therein prescribed, the following form of oath shall be substituted:—

"You.....do swear that you will well and truly try the accused (or accused persons) before the court according to the evidence, and that you will duly administer justice according

to law, without partiality, favour, or affection, and you do further swear that, except so far as may be permitted by instructions of "The Defence Council" for the purpose of communicating the sentence to the accused, you will not divulge the sentence of the court until it is duly confirmed, and you do further swear that you will not on any account at any time whatsoever disclose or discover the vote of opinion of any particular member of this court-martial, unless thereunto required in due course of law. So help you GOD."

(13) Section 54, subsection 1, shall not apply, and the following regulation shall be substituted therefor:—

"In the case of a general court-martial, the Governor in Council or some officer deriving authority to confirm the findings and sentence of general courts-martial immediately or mediately from the Governor in Council."

Subsections 7, 8 and 9 shall not apply.

(14) Section 57, subsection 2. For the authority therein mentioned as having power to mitigate, remit or commute the punishments awarded by a sentence passed by a court-martial, the following authorities shall be substituted therefor:—

"As respects persons undergoing sentences in any place whatever, the Governor in Council or The Defence Council, or the Officer Commanding the District or Station where the person subject to such punishment may for the time be, or any Prescribing Officer."

(15) Subsection 9. The expression "The Defence Council" shall be substituted for the expression "Air Council" wherever it appears in the said subsection.

(16) Sections 58-67, both inclusive, shall not apply. The provisions relating to the committal and removal of persons sentenced to penal servitude, imprisonment or detention, and relating to the execution of sentences are contained in paragraph 607-662A of chapter 8 of these regulations.

(17) Section 73. Subsection 3. The expression "the Minister" shall be substituted for the expression "The Air Council," where the same appears in the said subsection.

(18) Section 75. The expression "The Defence Council" shall be substituted for the expression "Air Council," wherever it appears in the said section.

2017. Part II of the Air Force Act shall not apply.

2018. Part III of the Air Force Act shall not apply.

Part II
A.F.A. not
applicable.
Part III.
A.F.A. not
applicable.

2019. In the application of Part IV of the Air Force Act to the Royal Canadian Air Force as provided by Para. 2015 of these regulations, the following exceptions and modifications will be made:—

(1) Section 122. The powers conferred upon His Majesty by this section shall be vested in and exercisable by the Governor in Council. Part IV
A.F.A.
Modifications
and Excep-
tions.

(2) Section 125, subsection 1. The following regulation shall be substituted for the said subsection:—

“Every person who is not otherwise subject to those regulations who is required to give evidence before a court-martial may be summoned or ordered to attend by order under the hand of the convening officer, the president of the court, the judge-advocate or the commanding officer of the accused, and shall be entitled to receive such travelling expenses and fees as are authorized to be paid by the Pay and Allowance Regulations for the Royal Canadian Air Force.”

(3) Section 127 shall not apply.

(4) Section 128. The following regulation shall be substituted for the said section:—

“A court-martial under these regulations shall in the reception or rejection of evidence observe and be bound only by the laws in behalf passed by the Parliament of Canada, and by the provisions of these regulations.”

(5) Sections 132, 134 and 135 shall not apply.

(6) Section 136 shall not apply, and the following regulation shall be substituted therefor:—

“The pay of an officer or airman of the Air Force shall be paid without any deduction other than the deduction authorized by the Governor in Council, or by any law passed by the Parliament of Canada.”

(7) Section 137, subsection 1. For the term “Air Council” where it appears, the term “Minister” will be substituted.

Subsection 4 shall not apply.

(8) Section 138 will apply except where inconsistent with Pay and Allowance Regulations for the Royal Canadian Air Force.

(9) Section 139 shall not apply, and the following regulation shall be substituted therefor:—

“Any deduction of pay authorized by the Air Force Act or by any regulation may be remitted in such manner and by such authority as may be from time to time provided by the Governor in Council.”

(10) Section 140, subsection 1, for the expression "Air Council," where it appears in the said subsection "The Governor in Council" will be substituted.

Subsection 3. In so far as concerns the application of this section to the Royal Canadian Air Force, the expression "until His Majesty's order respecting it has been signified through His Secretary of State" shall mean the order of the Governor in Council, signified through the Minister.

(11) Sections 141, 142 and 143 shall not apply.

(12) Section 144. The expression "Air Force" shall be substituted for the expression "Regular Air Force" wherever it occurs in the said section.

Subsection 1 (b). The sum of "\$150" shall be substituted for the sum of "£30."

(13) Sections 145 to 156A, both inclusive, shall not apply.

(14) Section 158, subsection 1, the expression "six months" shall be substituted for the expression "three months" where it occurs in the tenth line of the said subsection.

(15) Section 161, shall not apply, and the following regulation shall be substituted therefor:—

"A person shall not in pursuance of these regulations be tried or punished for any offence triable by court-martial committed more than three years before the date at which his trial began, except in the case of the offence of mutiny, or desertion; but this section shall not affect the jurisdiction of a civil court in the case of an offence triable by such court, as well as by court-martial."

(16) Section 162, shall not apply, and the following regulation shall be substituted therefor:—

"(i) Nothing in this regulation shall exempt an officer or airman from being proceeded against by the ordinary course of law, when accused or convicted of any offence, except such an offence as is declared by any law not to be a crime for the purpose of the provisions of this regulation relating to taking an airman out of His Majesty's service."

(ii) If an officer—

(a) Neglects or refuses on application to deliver over to the civil magistrate any officer or airman under his command who is so accused or convicted as aforesaid; or

(b) Wilfully obstructs or neglects or refuses to assist constables or other peace officers in apprehending any such officer or airman;

such commanding officer shall be liable, on summary conviction under the Criminal Code, to six months' imprisonment or to both fine and imprisonment.

(17) Section 163.

- (a) The expression "Air Force" shall be substituted for the expression "His Majesty's Regular Air Force" wherever it appears in the said section.
- (b) The expression "the Minister" shall be substituted for the expression "The Secretary of State" wherever it appears in the said section.
- (c) The expression "The Defence Council" shall be substituted for the expression "The Air Council or the Army Council" wherever they appear in the said section.

Subsection (K). The expression "A peace officer in charge of a police station in the United Kingdom" shall mean in relation to the Royal Canadian Air Force "any peace officer or constable who delivered into air force custody the officer or airman referred to in the said subsection."

(18). Section 164. For the expression "A fee of 3 shillings" where it appears in the said section, the expression "such fee as is authorized by law" shall be substituted.

(19) Section 165. The expression "the Minister" shall be substituted for the expression "a Secretary of State" where it appears in the said section.

(20) Sections 166 to 169, both inclusive, shall not apply.

(21) Section 172. This section shall be applicable to the Royal Canadian Air Force to the same extent and in the same manner as if the order therein referred is authorized to be made by The Defence Council, or the Minister, and the said section shall be so construed as if the expression "The Defence Council" or "the Minister" were substituted for the expression "The Air Council" wherever the same appears.

(22) Sections 173, 174, 174a shall not apply.

2020. In the application of Part V of the Air Force Act to the Royal Canadian Air Force as provided by Para. 2015 of this regulation, the following exceptions and modifications will be made:—

Part V A.F.A.
Modifications
and Excep-
tions.

- (1) Sections 175 and 176 shall not apply.
- (2) Sections 178, 179 and 179a shall not apply.
- (3) Sections 180 and 181 shall not apply.
- (4) Section 183. The expression "The Defence Council" shall be substituted for the expression "The Air Council" whenever the same appears.
- (5) Sections 184, 184a, and 185 shall not apply.

(6) Sections 187 and 188 shall not apply.

(7) Section 190. Unless inconsistent with these regulations or the definitions contained in such regulations, the definition contained and set forth in the said section 190 shall apply to the Royal Canadian Air Force.

Rules of Procedure

2021. The "Rules of Procedure" made under Section 70 of the Air Force Act, subject to such modifications and exceptions as are hereinafter set forth and all amendments to such rules of procedure, unless otherwise ordered by the Governor in Council, shall be applicable to the R.C.A.F. to the same extent and with the same force and effect as if the provisions thereof were regulations made by the Governor in Council under the powers conferred by Section 5 of the Air Board Act.

2022. In the application of the Rules of Procedure to the R.C.A.F., as provided by Para. 2021 of these regulations, the following exceptions and modifications will be made.

(1) Rule of Procedure 17 (C) shall not apply, and the following regulation shall be substituted therefor:—

"If more than fifteen days in Canada, or more than thirty days elsewhere, elapse between the time when an officer having power to convene a general or district court-martial, or to deal summarily with a case, receives an application for a court-martial, or to deal summarily with a case, and the date at which the case is disposed of, either by the assembly of a general or district court-martial, or otherwise, the officer shall report the case, and the reasons for the delay to the Minister."

(2) Rule of Procedure 28 (a). For the form of declaration therein prescribed, the following form of declaration shall be substituted:—

"I, _____ do solemnly declare that I will well and truly try the accused before the court according to the evidence, and that I will duly administer justice according to law, without partiality, favour or affection, and I do further solemnly promise and declare that, except so far as may be permitted by instructions of The Defence Council for the purpose of communicating the sentence to the accused, I will not divulge the sentence of the court until it is duly confirmed, and further that I will not on any account, at any time whatsoever, disclose or discover the vote or opinion of any particular member of this court-martial, unless thereunto required in due course of law."

(3) Rule of Procedure 47. The expression "Air Force List" as used in this Rule shall, in the application of the said Rule to the R.C.A.F. mean any official list of officers which is used for seniority purpose.

(4) Rule of Procedure 73, shall not apply and the following regulation shall be substituted therefor:—

"(A) A court-martial shall not receive evidence for the prosecution which is not relevant to the facts stated in the statement of particulars in the charge, or any evidence which is not admissible either according to any laws passed by the Parliament of Canada concerning the reception or rejection of evidence, or under these regulations.

"(B) The Rules of Procedure adopted in civil courts in Canada will be followed by courts-martial, and objections to any question to a witness or to the admission of any evidence may be made accordingly, and a person will not be required to answer any question or to produce any document which he could not be required to answer or produce in a like proceeding before a civil court in Canada.

"(C) By 'civil court' in this rule is meant a court of ordinary criminal jurisdiction in Canada, including a court of summary jurisdiction."

(5) Rule of Procedure 98, shall not apply, and the following regulation shall be substituted therefor:—

"The proceedings of a court-martial shall, after promulgation, be forwarded, as circumstances require, to the judge advocate-general, National Defence Headquarters, and there preserved for not less, in the case of a general court-martial, than seven years, and in the case of any other court-martial, than three years."

(6) Rule of Procedure 99. For the expression "the actual cost of the copy required, not exceeding two pence" there shall be substituted "the actual cost of the copy required, not exceeding four cents."

(7) Rule of Procedure 124. For the expression "Air Council" wherever it appears in the said rule the expression "the Minister" shall be substituted.

(8) Rule of Procedure 126 (A), (B), (C), (D) is not applicable. The provisions prescribing the committing, removing and commuting authority are contained in paragraphs 600-665 of these regulations.

Sub-section (E) shall not apply, and the following regulation shall be substituted therefor:—

“The expression ‘prescribed officer’ for the purpose of Section 43 of the Air Force Act means ‘the officer commanding the military district wherein the airman may for the time being be’.”

Sub-section (F) shall not apply, and the following regulation shall be substituted therefor:—

“The expression ‘prescribed officer’ for the purpose of sub-section 3, of section 73, of the Air Force Act means:—

- (i) As respects an airman serving in Canada, the officer commanding the military district within which the airman may for the time being be.
- (ii) As respects an airman serving outside Canada, the air or other officer in command of the Air Force in the command where the airman is.

(9) Rule of Procedure 129 shall not apply.

(10) Rule of Procedure 129A. For the expression “Air Council” wherever it appears in this rule, “The Defence Council” shall be substituted.

For the last paragraph of the said rule, there shall be substituted the following:—

“In this rule the expression “superior officer” means an officer not below the rank of air commodore, who is also of superior rank to the commanding officer who awarded the punishment, and such expression shall also mean the officer commanding the military district who is charged with the supervision of the administration of discipline in the unit or detachment of the air force by whose commanding officer the punishment was awarded, provided, however, that such officer commanding the military district shall be of superior corresponding rank to the commanding officer who awarded the punishment.”

(11) Rule of Procedure 130 shall not apply.

APPENDIX I

Flying Regulations

1. (1) An aircraft shall not fly over any city or town except at such altitude as will enable the airman to land outside the city or town should the means of propulsion fail through mechanical breakdown or other cause. General safety provisions.

Provided that this prohibition shall not apply to any area comprised within a circle with a radius of one mile from the centre of a licensed aerodrome or of a Royal Canadian Air Force aerodrome, or of an aerodrome under the control of the Canadian Government.

(2) No person in any aircraft shall:—

- (a) Carry out any trick flying or exhibition flying over any city or town area or populous district; or
- (b) Carry out any trick flying or exhibition flying over any regatta, race meeting, or meeting for public games or sports, except where specially arranged for in writing by the promoters of such regatta or meeting; or
- (c) Carry out flying which by reason of low altitude or proximity to persons or dwellings is dangerous to public safety; or
- (d) Drop, or cause or permit to be dropped, from the aircraft any article except as authorized by paragraph II (31).

(3) No pilot of any flying machine shall, unless he is alone therein or is instructing a pupil, permit or cause such flying machine to spin and no pilot of any flying machine shall permit or cause such machine to roll, loop or execute any other evolution involving unnecessary risk.

(4) No person shall enter or attempt to enter any aircraft in flight; or leave or attempt to leave any aircraft in flight, except for the purpose of making a parachute descent; or give, upon any aircraft in flight, any gymnastic or other like exhibition.

(5) The following rules are to be observed in order to prevent collisions on land, at sea, and in the air.

Interpretation of Rules

In these Rules:—

The word "aircraft" comprises all balloons, whether fixed or free, kits, airships, and flying machines;

Rules as to lights and signals and rules of the air.

The word "balloon" either fixed or free, shall mean an aircraft lighter than air, and having no means of propulsion;

The word "airship" shall mean an aircraft using gas lighter than air as means of support and having means of propulsion;

The words "flying machine" shall mean all aeroplanes, seaplanes, flying boats, or other flying machines heavier than air, and having means of propulsion;

The word "visible" when applied to lights, shall mean visible on a dark night with a clear atmosphere.

An airship is "under way" within the meaning of these rules when it is not made fast to the ground or any object on land or water.

The angular limits laid down in these rules shall be determined when the aircraft is in its normal attitude for flying on a rectilinear horizontal course.

I.—Rules as to Lights and Signals

(1) The rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed navigation lights shall be exhibited. The said prescribed navigation light must not be dazzling.

(2) A flying machine when in the air, or manoeuvring on land or water under its own power, shall carry the following lights,—

- (a) On the starboard side, a green light, so constructed and fixed as to show an unbroken light between two vertical planes, whose dihedral angle is 110 degrees when measured to the right from dead ahead, and of such a character as to be visible at a distance of at least three miles.
- (b) On the port side, a red light, so constructed and fixed as to show an unbroken light between two vertical planes whose dihedral angle is 110 degrees when measured to the left from dead ahead, and of such a character as to be visible at a distance of at least three miles.
- (c) The said red and green sidelights shall be fitted so that the green light shall not be seen from the port side nor the red light from the starboard side.
- (d) At the rear and as far aft as possible, a white light shining rearwards, and visible in a dihedral angle of 140 degrees bisected by a vertical plane through the line of flight and of such a character as to be visible at a distance of at least three miles.

- (e) In the case where, in order to fulfil conditions (a) to (e) above, the single light has to be replaced by several lights, the field of visibility of each of these lights should be so limited that in no case can more than one be seen at a time.

(3) The rules as to the lighting of flying machines shall apply to airships, subject to the following modifications:—

- (a) All lights shall be doubled, the forward and aft lights vertically and the side lights horizontally, in a fore and aft direction.
- (b) Both lights of each pair forward and aft shall be visible at the same time.
- (c) The distance between the two lights comprising a pair shall not be less than six (6) feet.

(4) An airship, when being towed, shall carry the lights referred to in rule 3, and in addition to those specified in rule 6 for airships not under control.

(5) A flying machine or airship when on the surface of the water and when not under control, that is to say, not able to manoeuvre as required by the regulations for the prevention of collisions at sea, shall carry two red lights not less than six feet apart, one over the other and of such a character as to be visible all round the horizon at a distance of at least two miles. In addition the side lights must be shown if the flying machine is under way.

(6) An airship, which from any cause, is not under control, or which has voluntarily stopped her engines, shall, in addition to the other specified lights, display conspicuously two red lights, one over the other not less than six feet apart and constructed to show a light in all directions and of such a character as to be visible at a distance of at least two miles.

By day, an airship, when being towed, or which from any cause is not under control, shall display conspicuously two black balls or shapes, each two feet in diameter, placed one over the other not less than six feet apart.

An airship moored or under way, but having voluntarily stopped its engines, shall display conspicuously by day a black ball or shape two feet in diameter, and shall be treated by other aircraft as being not under control.

(7) A free balloon shall carry one bright white light below the car at a distance of not less than 20 feet, and so constructed as to show an unbroken light in all directions and of such a character as to be visible at a distance of at least two miles.

(8) A fixed balloon shall carry in the same position as the white light mentioned in rule 7, and in lieu of that light, three lights in vertical line one over the other, not less than six feet apart. The highest and lowest of these lights shall be red, and the middle light shall be white, and they shall be of such a character as to be visible in all directions at a distance of at least two miles.

In addition the mooring cable shall have attached to it at intervals of 1,000 feet, measured from the basket, groups of three lights similar to those mentioned in the preceding paragraph. In addition, the object on which the balloon is moored on the ground shall have a similar group of lights to mark its position.

By day the mooring cable shall carry in the same positions as the groups of lights mentioned in the preceding paragraphs, and in lieu thereof, tubular streamers, not less than eight inches in diameter and six feet long, and marked with alternate bands of white and red, 18 inches in width.

(9) An airship, when moored near the ground, shall carry the lights, referred to in rules 2 (a) and (e) and 3.

In addition, if moored, but not near the ground, the airship, the mooring cable, and the object to which moored, shall be marked in accordance with the provisions of rule 8, whether by day or by night.

Sea anchors or drogues used by airships for mooring purposes at sea are exempt from this rule.

(10) A flying machine when stationary on land or water, but not anchored or moored, shall carry the lights specified in rule 2.

(11) In order to prevent collisions with surface craft:—

- (a) A flying machine when at anchor or moored, on the water, shall carry where it can best be seen a white light so constructed as to show an unbroken light visible all round the horizon at a distance of at least one mile.
- (b) A flying machine of 150 feet or upwards in length, when at anchor or moored on the water, shall in the forward part of the flying machine carry one such light, and at or near the stern of the flying machine, and at such a height that it shall be not less than 15 feet lower than the forward light, another such light.

The length of a flying machine shall be deemed to be the overall length.

- (c) Flying machines of one hundred and fifty feet or upwards in span, when at anchor or moored in the water, shall carry in addition at each lower wing tip one such light as specified in (a) of this rule.

The span of a flying machine shall be deemed to be the maximum lateral dimension.

(12) In the event of the failure of any of the lights specified under these rules to be carried by aircraft flying at night, such aircraft shall land at the first reasonably safe opportunity.

(13) Nothing in these rules shall interfere with the operation of any special rules made by the Government of any nation with respect to the additional station and signal lights for two or more military aircraft, or for aircraft in formation, or with the exhibition of recognition signals adopted by owners of aircraft which have been authorized by their respective Governments and duly registered and published.

(14) (a) Aircraft proposing to land at night on aerodromes having a ground control shall before landing—

Fire a green pyrotechnical or flash a green lamp intermittently and in addition shall make by international Morse code the letter group forming its call sign.

(b) Permission to land will be given by the repetition of the same call sign from the ground, followed by—

A green pyrotechnical light or flashing green lamp intermittently.

(15) The firing of a red pyrotechnical light or the display of a red flare from the ground shall be taken as an instruction that aircraft are not to land.

(16) An aircraft compelled to land at night shall, before landing, fire a red pyrotechnical light, or make a series of short flashes with the navigation lights.

(17) When an aircraft is in distress and requires assistance, the following signals shall be used or displayed, either together or separately:—

- (i) The international signal, SOS by means of visual or wireless signals;
- (ii) The international code flag signal for distress, indicated by NC;
- (iii) The distant signal, consisting of a square flag, having either above or below it a ball, or anything resembling a ball;
- (iv) A continuous sounding with any sound apparatus;
- (v) A signal, consisting of a succession of white pyrotechnical lights fired at short intervals.

(18) In fog, mist, falling snow, or heavy rainstorm, whether by day or night, an aircraft on the water shall make the following sound signals with any sound apparatus:—

- (a) If not anchored or moored, a sound, at intervals of not more than two minutes, consisting of two blasts of about five seconds' duration, with an interval of about one second between them;
- (b) If at anchor or moored, a sound, at intervals of not more than one minute, consisting of one blast of about five seconds' duration.

II.—Rules of the Air

(a)

GENERAL RULES OF THE AIR

(19) Flying machines shall always give way to balloons, whether fixed or free, and to airships. Airships shall always give way to balloons whether fixed or free.

(20) An airship when not under its own control shall, for the purposes of the rules of the air, be classed as a free balloon.

(21) A motor-driven aircraft must always manœuvre according to these rules as soon as it is apparent that, if it pursued its course, it would pass at a distance of less than 200 yards from any part of another aircraft.

(22) When two motor-driven aircraft are meeting head on or nearly end on, each shall alter its course to starboard.

(23) When two motor-driven aircraft are on courses which cross, the aircraft which has the other on its own starboard side shall keep out of the way of the other.

(24) An aircraft overtaking any other, shall keep out of the way of the overtaken aircraft by altering its own course to the right and must not pass by diving.

Every aircraft coming up with another aircraft from any direction more than 110 degrees from ahead of the latter, i.e., in such a position with reference to the aircraft which it is overtaking, that at night it would be unable to see either of that aircraft's side lights, shall be deemed to be an overtaking aircraft; and no subsequent alteration of the bearing between the two aircraft shall make the overtaking aircraft a crossing aircraft within the meaning of these rules, or relieve it of the duty of keeping clear of the overtaken aircraft until it is finally past and clear.

As by day the overtaking aircraft cannot always know with certainty whether it is forward or abaft this direction from the other aircraft, it should, if in doubt, assume that it is an overtaking aircraft and keep out of the way.

(25) Where by any of these rules one of the two aircraft is to keep out of the way, the other shall keep its course and speed. When in consequence of thick weather or other causes, the aircraft having the right of way finds itself so close the collision cannot be avoided by the action of the giving-way aircraft alone, it shall take such action as will best aid to avert collision.

(26) Every aircraft which is directed by these rules to keep out of the way of another aircraft shall, if the circumstances of the case admit, avoid crossing ahead of the other.

(27) In following an officially recognized aerial route every aircraft, when it is safe and practicable, shall keep to the right side of such route.

(28) Aircraft on land or water, about to descend shall not attempt to "take off" until there is no risk of collision with alighting aircraft.

(29) Every aircraft in a cloud, fog, mist or other conditions of bad visibility, shall proceed with caution, having careful regard to the existing circumstances and conditions.

(30) In conforming to these rules, due regard shall be had to all dangers of navigation and collision and to any special circumstances which may render a departure from the above rules necessary in order to avoid immediate danger.

(31) The dropping of ballast other than fine sand or water from aircraft in the air is prohibited.

This restriction does not apply to aircraft of the R.C.A.F. operating or carrying out training over any prescribed area.

(b)

*Regulations for Air Traffic on and in the Vicinity of
Licensed Aerodromes*

(32) At every licensed aerodrome if an aeroplane about to land or leave finds it necessary to make a circuit or partial circuit, such circuit shall be left-handed (anti-clock wise), except in cases of distress.

(33) When an aeroplane starts from a licensed aerodrome it shall not turn until 500 yards distance from the nearest point of the aerodrome, and the turning then made must conform with the regulation provided in the preceding para.

(34) All aeroplanes flying between 500 and 1,000 yards distance from the nearest point of a licensed aerodrome shall conform to the above mentioned circuit law, unless such aeroplanes are flying at a greater height than 6,500 feet.

(35) Side-slip and trick landings are prohibited at licensed aerodromes. Aircraft are prohibited from indulging in trick flying within a distance in any direction of at least 2,000 yards from the nearest point of such aerodrome.

(36) At every licensed aerodrome the direction of the wind shall be clearly indicated by one or more of the recognized methods, e.g., landing tee, conical streamer, smudge fire, etc.

(37) Every aeroplane when taking-off or alighting on a licensed aerodrome, shall do so wind-up, except when the natural conditions of the aerodrome do not permit.

(38) In the case of two aeroplanes approaching licensed aerodromes for the purpose of landing, the aeroplane flying at the greater height shall be responsible for avoiding the aeroplane at the lower height and shall, as regards landing, observe rule 24 as to passing.

(39) Aeroplanes showing signals of distress shall be given free way in attempting to make a landing on a licensed aerodrome.

(40) Every licensed aerodrome shall be considered to consist of three zones when looking wind-up. The right-hand zone shall be the taking-off zone and the left-hand shall be the landing zone. Between these two there shall be a neutral zone.

An aeroplane when landing should attempt to land as near as possible to the neutral zone, but in any case on the left of any aeroplanes which have already landed. After slowing up or coming to a stop at the end of its landing run, an aeroplane will immediately taxi into the neutral zone. Similarly an aeroplane when taking-off shall keep as far as possible towards the right of the taking-off zone, but shall keep clear to the left of aeroplanes which are taking-off or about to take-off.

(41) No aeroplane shall commence to take-off until the preceding aeroplane is clear of the aerodrome.

(42) The above rules shall apply equally to night landings on licensed aerodromes, when the signals shall be as follows:—

- (a) A red light shall indicate a left-hand circuit and a green light shall indicate a right-hand

circuit. The right-hand zone will be marked by white lights placed in the position of an inverted "L" and the left-hand zone will be similarly marked. The inverted "L's" shall be back to back, that is to say, the long sides of the inverted "L's" will indicate the borders of the neutral zone. The direction of landing shall invariably be along the long arm of the inverted "L" and towards the short arm. The lights of the inverted "L's" should be so placed that the lights indicating the top extremity of the long arm shall be at the point nearest the perimeter of the aerodrome upon which an aeroplane can safely touch ground. The lights indicating the short arm of the inverted "L" should indicate the limit of safe landing ground of the aeroplanes, that is, that the aeroplane should not overrun the short arm.

- (b) Where it is desired to save lights and personnel, the following system may be used:—

Two lights shall be placed on the windward side of the aerodrome to mark the limits of the neutral zone, mentioned in rule 40, the line joining the lights being at right angles to the direction of the wind; two more lights shall be placed as follows:—one on the leeward side of the aerodrome on the line parallel to the direction of the wind and passing midway between the two lights on the windward side, for showing the extent of the aerodrome and the direction of the wind and the other shall be placed midway between the two lights marking the limits of the neutral zone.

Additional lights may be symmetrically put along the boundary lines of the neutral zone and on the ends of the taking-off and landing zones, on the line through the three lights on the windward side.

(43) No fixed balloon, kite, or moored airship shall be elevated in the vicinity of any aerodrome without a special authorization.

(44) All licensed aerodromes must be protected on land within a zone of 500 yards by means of suitable markings on obstacles dangerous to flying.

(c)

(45) Every aircraft manoeuvring under its own power on the water shall conform to the regulations for the prevention of collisions at sea, and for the purposes of these regulations shall be deemed to be a steam

vessel, but shall carry the lights specified in the preceding rules, and not those specified for steam vessels in the regulations for prevention of collisions at sea. The sound signals specified in these regulations shall not be used by or apply to such aircraft, except as specified in rules 17 and 18 above.

(46) Nothing in these rules shall exonerate any aircraft, or the owner or personnel thereof, from the consequences of any neglect in the use of lights or signals, or of any neglect to keep a proper lookout or of the neglect of any precaution which may be required by the ordinary practice of the air, or by the special circumstances of the case.

(47) Nothing in the above provisions shall interfere with the operation of any special rule or rules duly made and published relative to navigation of aircraft in the immediate vicinity of any aerodrome or other place, and it shall be obligatory on all owners and personnel of aircraft to obey such rules.

APPENDIX II

Orders to Regulate Admission to the National Defences

General Instructions

1. The following rules are to be observed in granting permission to visit military works:—

- (i) Every practicable facility is to be afforded to officers of the Local Defence Committee, and to those who require to visit military works in the performance of their duties.
- (ii) All who have business in military works are to be required to treat the information they obtain there as confidential.
- (iii) Persons having no business in military works are to be denied access to them.

2. General and other officers commanding are responsible that no unauthorized person gains admission to any military works in their commands.

Admission without Pass

3. The following may be admitted without passes to military works (except to position-finding cells, torpedo building, magazines and storehouses):—*†

Officers, warrant officers, non-commissioned officers and men of the Army, Permanent Active Militia, Non-Permanent Active Militia, Navy, Marine Forces, Permanent Active Air Force and Auxiliary Active Air Force when on duty.

4. The following may be admitted without passes to the residential portions only of occupied works:—

- (i) Officers, warrant officers, non-commissioned officers and men of the Army, Permanent Active Militia, Non-Permanent Active Militia, Navy, Marine Forces, Permanent Active Air Force and Auxiliary Active Air Force.
- (ii) Caretakers.
- (iii) Wives, families, friends and servants of the residents.

Admission with Pass

5. The admission of persons to either defensive or residential portions of completed works otherwise than as specified in paras. 3 and 4 will be by pass.

6. Passes for admission are as follows:—

- (i) Special pass (white) issued only by the Adjutant-General. It admits to all works, including position-finding cells, torpedo buildings, magazines, and storehouse.*
- (ii) District pass (white).
District pass (white and red).
- (iii) Visitor's pass (yellow).
- (iv) Works pass (red).
- (v) Trading pass (blue).

Passes (ii), (iii), (iv) and (v) are issued at the discretion of the D.O's.C. under the conditions hereinafter specified. They are bound in books containing fifty (50) each, with counterfoils. The number of passes issued is to be kept as low as possible. If a pass has been lost or cancelled, instructions should immediately be sent to the works concerned to prevent the pass being improperly used.

7. The white district pass will be issued to such officers, warrant officers, non-commissioned officers and men, and members of the staff for Engineer Services as the D.O.C. may authorize and will be applicable when admission is not covered by the rules in paras. 3, 4, and 11.

8. The visitor's pass will not be issued to any person who is not a British subject, unless the sanction of the Minister has been obtained, and any foreign subject authorized to receive a pass can only be allowed to use

it when accompanied by an officer. This pass will in no case admit the holder to position-finding cells, torpedo buildings, magazines or storehouses.*

9. The works pass will be issued to authorized workmen. A deposit of one dollar may be demanded on issue and will be returned on surrender of the pass, but the exaction of the deposit is left to the discretion of the D.O.C. See also para. 11.

10. The trading pass will be issued to tradesmen authorized to enter the residential portion of military works.

*For instructions as to admission to these buildings, see para. 11 of this Appendix.

†Ordnance magazines and storehouses are not referred to in these orders.

11. No person is to be allowed to enter position-finding cells, torpedo buildings, magazines, or storehouses,* without a special pass, unless he has special duties to perform which render his admission necessary in which case the red and white district pass will be issued. These passes, whether held by officers or others, are only available for admission to the places named thereon. Where officers or soldiers in uniform are ordered to perform military duty, in any position-finding cell, torpedo building, magazine, or storehouse, passes may be dispensed with at the discretion of the D.O.C.

12. Orders are to be issued directing sentries in the first place to refer holders of all passes to the non-commissioned officer of the guard who will carefully examine the passes and retain all visitors' passes. Sentries will be ordered not to permit the holders of special, district, or visitors' passes to have access to any of the defences, or the holders of district or works passes to have access to any of the buildings mentioned in para. 11 until they have received the orders of the non-commissioned officer of the guard.

13. Information is not to be given regarding the construction of works, or machinery in connection with them, except to British officers in uniform, to holders of the district and works passes when necessary for the performances of their duty, and to holders of the special pass.

14. Except when necessary in the performance of duty, holders of passes of any kind are not to be permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery or apparatus.

15. In each work or establishment which in the opinion of the D.O.C is of sufficient importance to require special safeguarding from observation, a register (M.S. Book) will be kept in which the visitor's holding special, district or visitor's passes will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars:—

- (i) Date of the visit.
- (ii) Description of pass and date for which it is available.
- (iii) Name of the officer issuing the pass and date of issue.

As soon as these particulars have been recorded in the case of a visitor's pass, the pass is to be destroyed by the custodian who will tear it into small pieces and note the fact in the register that he has done so.

16. The register referred to in paragraph 15 will be inspected by the general or other officer commanding periodically.

APPENDIX III

The reports and returns specified below are to be furnished in time of peace by the officer indicated. The returns are to be transmitted to Defence Headquarters, through the usual channels, by O's.C. of the Permanent Active Air Force.

Reports and
returns

Description of Return	No. of Form	When to be Sent
<i>Yearly</i>		
Confidential Reports on Officers.....	15th December.
Permanent Active Air Force.....	M.S.....	31st December.
Efficiency Report on Officers on Instructional Cadre.....	31st March.
Return of Permanent Active Air Force.....	31st March.
Return of Courts-Martial.....	M.S.....	31st March.
Return of Certificate granted.....	M.S.....	As required.
Requisition for Forms and Books.....	1st February.
Estimate for Fuel.....	1st November.
Return of Secret Documents and Maps.....
<i>Half-Yearly</i>		
Requisition for Stationery.....	1st January-1st July.
Return of Army and Air Force.....	M.S.....	15th January-15th July.
Reserves on Strength of Units (in duplicate).....
<i>Quarterly</i>		
Return of Signallers.....	31st March-30th June-30th September-31st December.

Description of Return	No. of Form	When to be Sent
<i>Monthly</i>		
Return of Transport issued.....	1st of the month (by officers authorized to issue transport requisitions).
Certificate of Settlement of Officers' Mess Accounts....	M.S.....	End of month—To O.C. District only.
Return of Deserters.....	End of month—Duplicate to District Paymaster.
Return of Airmen discharged by purchase.....	“ “ “
Return of Courts-Martial.....	“ “ “
Return of leave granted to Officers.....	“ “ “
Return of Recruits Enlisted.....	6th of each month.
Return of Barrack Accommodation and Lodging Money —in duplicate.	Paymaster, not later than 7th day ensuing month.
Clothing Returns.....	Weekly and at end of month to District Paymaster
Copies Part II Unit Orders.....	and to Officers i/c Records.
Monthly Fuel Return.....	15th of month following to S.S. & T.O.
Monthly Light Return.....	“ “ “
Provision and Supply Ledger (with vouchers).....	“ “ “
Return of Men Discharged otherwise than by purchase..	End of month.
<i>Semi-Monthly</i>		
Semi-Monthly Parade States.....	15th and end of each month.
Special Report on newly appointed officers.....	M.S.....	On completion of each year of service for first three years after appointment.

APPENDIX IV

Extract From Chapter 146 Revised Statutes of
Canada 1906*Information illegally obtained or communicated*

Every person is guilty of an indictable offence and Penalty.
liable to imprisonment for one year, or to a fine not
exceeding one hundred dollars, or to both imprison-
ment and fine, who,—

- (a) for the purpose of wrongfully obtaining informa- For purpose
tion, of unlawfully
obtaining.
 - (i) enters or is in any part of a fortress, arsenal, Entering
factory, dockyard, camp, ship, office, or other fortress, etc.
like place in Canada belonging to His
Majesty, in which part he is not entitled to
be;
 - (ii) when lawfully or unlawfully in any such Obtaining
place as aforesaid, either obtains any docu- after entry.
ment, sketch, plan model or knowledge of
anything, which he is not entitled to obtain,
or takes without lawful authority any sketch
or plan; or
 - (iii) when outside any fortress, arsenal, factory, Attempting to
dockyard, or camp in Canada, belonging to take sketch,
His Majesty, takes or attempts to take, etc., when
without authority given by or on behalf of outside,
His Majesty, any sketch or plan of that
fortress, arsenal, factory, dockyard, or camp;
or
- (b) knowingly having possession of, or control over Communica-
any document, sketch, plan, model or knowledge tion without
obtained or taken by means of any act which authority.
constitutes an offence against this and the next
following section, at any time wilfully and without
lawful authority communicates or attempts to
communicate the same to any person to whom
the same ought not in the interests of the state,
to be communicated at that time; or
- (c) after having been entrusted in confidence by Communica-
some officer of His Majesty with any document, tion in
sketch, plan, model or information relating to breach of
any such place as aforesaid, or to the naval or confidence.
military affairs of His Majesty, wilfully, and in
breach of such confidence, communicates the same
when, in the interests of the state, it ought not
to be communicated; or

- (d) having possession of any document relating to any fortress, arsenal, factory, dockyard, camp, ship, office, or other like place belonging to His Majesty, or to the naval or military affairs of His Majesty, in whatever manner the same has been obtained or taken, at any time wilfully communicates the same to any person to whom he knows the same ought not, in the interests of the state, to be then communicated. Communication to improper persons.

- (2) Every one who commits any such offence intending to communicate to a foreign state any information, document, sketch, plan, model or knowledge obtained or taken by him, or entrusted to him as aforesaid, or communicates the same to any agent of a foreign state, is guilty of an indictable offence and liable to imprisonment for life. 55-56 V., c. 29, s. 77. Information for foreign state.

Every one who, by means of his holding or having held, an office under His Majesty, has lawfully or unlawfully either obtained possession of or control over any document, sketch, plan, or model, or acquired any information, and at any time corruptly, or contrary to his official duty, communicates or attempts to communicate such document, sketch, plan, model or information to any person to whom the same ought not, in the interests of the state, or otherwise in the public interest, to be then communicated, is guilty of an indictable offence and liable:— Penalty.

- (a) if the communication was made, or attempted to be made, to a foreign state, to imprisonment for life; and Communicating information acquired in office.
- (b) in any other case, to imprisonment for one year, or to a fine not exceeding one hundred dollars, or to both imprisonment and fine. Idem.

2. This section shall apply to a person holding a contract with His Majesty, or with any department of the Government of the United Kingdom, or of the Government of Canada, or of any province, or with the holder of any office under His Majesty as such holder, where such contract involves an obligation of secrecy, and to any person employed by any person or body of persons holding such a contract who is under a like obligation of secrecy, as if the person holding the contract, and the person so employed, were respectively holders of an office under His Majesty. 55-56 V., c. 29, s. 78. Application of section.

No person shall be prosecuted for the offence of unlawfully obtaining and communicating official information, without the consent of the Attorney-General or of the Attorney-General of Canada. 55-56 V., c. 29, s. 543. Disclosing official secrets.

APPENDIX V

Forms of Commitment, Removal and Discharge
from Custody

FORM A

*Form or order for commitment to a penitentiary for
air force convict sentenced in Canada to penal
servitude.*

Whereas (Name....., Number..... Rank.....) of the (unit), was by general court-martial, held at, convicted of the offence of..... (a) and, by a sentence signed on theday of 19..., sentenced (b) to suffer penal servitude, for years, commencing on the aforesaid day, and such sentence has been confirmed....., as required by law.†

†Add, if
necessary
"with a remis-
sion of years."

Now, therefore, I, the undersigned, the..... do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all acts and powers enabling me in this behalf, order that the said convict shall be, as soon as practicable, transferred to a penitentiary.

And I do hereby in pursuance of the above-mentioned Regulations, and of all other Acts and powers thereto enabling order the warden of the penitentiary to whom the convict is brought to receive him into his custody and detain him accordingly, and for so doing this shall be sufficient warrant.

Signed this..... day of..... 19...

C.D.

FORM B

*Form of order for commitment of air force convict
sentenced in a foreign country to penal servitude.*

Whereas (Name..... No. rank), of the (unit), was by general court-martial held at....., convicted of the offence of..... (a) and by sentence signed on the day of..... 19..., sentenced (b) to suffer penal servitude for.... years, commencing on the aforesaid day, and such sentence, has been confirmed by....., as required by law.†

†Add, if
necessary
"with a re-
mission of
years."

NOTES.—(a) If there are several offences. state all of them. An offence should be stated in the words of the charge on which the convict was convicted,

but if modified by the finding, as so modified; omitting the statement of particulars giving the details of time, place and circumstances.

(b) Where the sentence was death, but has been commuted to penal servitude, substitute "to suffer death, and such sentence was confirmed by..... as required by law, and was commuted to..... years' penal servitude commencing on the aforesaid day."

Now, therefore, I, the undersigned, the..... do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all acts and powers, enabling me in this behalf order that the said convict shall be, as soon as practicable, transferred to a penitentiary in Canada, there to undergo his sentence according to law.

And I do hereby, in pursuance of the above mentioned Regulations, Acts and Powers, order the Warden of any such penitentiary as aforesaid to whom the convict is brought to receive him into his custody and detain him accordingly, and for so doing this shall be sufficient warrant.

And for the above purpose, I, the undersigned, do hereby further, in pursuance of the above mentioned Regulations, Acts and powers, order that the said convict be moved in the air force custody by (here state route) or such other route as may be directed by proper authority, to the port at.....or such other port as may be directed by proper authority, thence to be removed by (here state route) to such penitentiary as aforesaid in Canada.

And I do hereby, in pursuance of the above mentioned Regulations, Acts and Powers, order the officer or non-commissioned officer in charge of any detention barrack, and also the Governor or chief officer of any prison, air force, military or civil, to whom the convict is brought, to receive the said convict, and to detain him so long as appears reasonably necessary with the view to his said removal, and to deliver him when required for the purpose of such removal, and for so doing this shall be sufficient warrant.

Signed at.....this.....day of.....19..
C. D.

In case an alteration of the route above mentioned becomes necessary (a) the following order may be made and repeated by the removing authority as often as necessary.

Whereas for the purpose of better carrying into effect the above order for the removal of the above mentioned convict to Canada, it is necessary to alter

the route above mentioned, I, the undersigned, the do hereby, in pursuance of the Regulations of the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order that the said convict be removed in air force custody by (here state the route as far as varied) to, thence to be removed as directed by the said order.

Signed at, this day of, 19..
E. F.

In case of need the following order may be made.

For the purpose of carrying into effect the above order, I, the undersigned, being the..... do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order the Governor or chief officer of prison (or detention barrack) at to receive the above named convict, and to detain him until he can be removed to and to deliver him when required for the purpose of such removal, and for so doing this shall be sufficient warrant.

Signed at, this day of, 19..
G. H.

FORM C

Form of order for commitment to prison, air force or civil, or to a detention barrack, of persons subject to air force law sentenced either in or out of Canada to imprisonment

(a) To the governor or chief officer in charge of prison (or detention barrack) at

Whereas (Name..... No..... Rank) of the (unit) was by a (b) court-martial held at convicted of the offence of (c), and by sentence signed on the day of 19.., sentenced (d) to be imprisoned with† hard labour for, commencing on the aforesaid day, and such sentence has been confirmed by as required by law, (e)

†If the sentence does not specify hard labour alter "with" into "with-out."

Now, therefore, I, the undersigned, the do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to receive the said person into your custody and detain him to undergo his said sentence according to law, and for so doing this shall be your warrant.

Signed at this day of 19..
G. H.

NOTES.—(a) Insert “His Majesty’s” or as required, according to title of prison.

(b) Insert “General” or “district” as required.

(c) If there are several offences state all of them. An offence should be stated in the words of the charge on which the airman was convicted, but if modified by the finding, as so modified; omitting the statement of particulars containing the details of time, place and circumstances.

(d) Substitute where the original sentence was death or penal servitude which has been commuted to imprisonment “to suffer death and such sentence has been confirmed by _____ as required by law, but has been commuted into imprisonment for _____, with † _____ hard labour, commencing on the aforesaid day” or “to suffer _____ years’ penal servitude, and such sentence has been confirmed by _____ as required by law, and has been commuted into imprisonment for _____ with † _____ hard labour, commencing on the aforesaid day.”

†If the commutation does not specify hard labour alter “with” into “without.”

(e) Add, if necessary “with a remission of _____ or but has been mitigated by the omission of the hard labour” or as the case may be.

FORM D

Form of order for a commitment to a detention barrack of persons subject to the air force law as airmen, sentenced either in or out of Canada to detention.

To the commandant or chief officer of the detention barrack at _____

Whereas (Name) _____ No. _____ Rank), of the _____ (unit) was by a (a) _____ court-martial held at _____, convicted of the offence of (b) _____ and, by a sentence signed on the _____ day of _____ 19 _____, sentenced (c) to detention for _____, commencing on the aforesaid day, and such sentence has been confirmed by _____ as required by law (d)

Now, therefore, I the undersigned, being the _____ do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all other Acts and powers enabling me in this behalf, order you to receive the said airman into your custody and detain him to undergo his said sentence according to law, and for so doing this shall be your warrant.

Signed at... ..this... ..day of... ..19..

G.H.

FORM E

Form of order respecting imprisonment under sentence passed out of Canada and to be undergone in Canada.

Whereas (Name——No.——Rank) of the (unit), was by a (e) court-martial held at convicted of the offence of (f), and by a sentence signed on the day of 19, sentenced (g) to be imprisoned with* hard labour for , commencing on the aforesaid day, and such sentence has been confirmed by , as required by law (h).

* If the sentence does not specify hard labour alter "with" into "without."

NOTES: (a) Insert "general" or "district" as required.

(b) See note (c) to last form.

(c) Substitute where the original sentence was death, penal servitude or imprisonment which has been commuted to detention "to suffer death, and such sentence has been confirmed by , as required by law, but has been commuted into detention for commencing on the aforesaid day," or "to be imprisoned with (or without) hard labour for commencing on the aforesaid day, and such sentence has been commuted into detention for commencing on the aforesaid day.

(d) Add, if necessary "with a remission of, etc."

(e) Insert "general" or "district" as required.

(f) If there are several offences, state all of them. An offence should be stated in the words of the charge on which the airman was convicted, but if modified by the finding, as so modified; omitting the statement of particulars containing the details of time, place and circumstances.

(g) Substitute, where the original sentence was death or penal servitude which has been commuted to imprisonment "to suffer death, and such sentence has been confirmed by as required by law, but has been commuted into imprisonment for with* hard labour commencing on the aforesaid day or "to suffer years' penal servitude and such sentence has been confirmed by as required by law, and has been commuted into imprisonment for with* hard labour commencing on the aforesaid day."

*If the commutated sentence does not specify hard labour alter "with" into "without."

(h) Add, if necessary, "with a remission of" or "but has been mitigated by the omission of the hard labour" or as the case may be.

Now, therefore, I, the undersigned, the... ..
being the committing and removing authority, do
hereby, in pursuance of the Regulations of the Royal
Canadian Air Force, and of all Acts and powers
enabling me in this behalf, order that the said airman
shall be transferred and removed to... ..
prison (or detention barrack) at
in Canada, or such other public prison or detention
barrack in Canada as any other competent authority
may appoint in this behalf, there to undergo his
sentence according to law.

And I do hereby, in pursuance of the said Regu-
lations, Acts and powers, order the governor or chief
officer of any such prison or detention barrack as
aforesaid to whom the above airman is brought, to
receive the airman into his custody and detain him
accordingly, and for so doing this shall be sufficient
warrant.

And I do hereby, in pursuance of the said Regu-
lations, Acts and powers, further order that the said
airman shall be conveyed in air force custody and
detained in air force custody or in a prison, air
force or civil, or a detention barrack, so far as
appears necessary or proper for effecting his removal
to the said prison or detention barrack in Canada.

Signed at... ..this... ..day of... ..19..
H.I.

In case of a committal to any intermediate prison
or detention barrack being necessary (a)

For the purpose of carrying into effect the above
order, I, the undersigned, the... ..do hereby
in pursuance of the Regulations of the Royal Cana-
dian Air Force and of all Acts and powers enabling
me in this behalf, order the governor or chief
officer of the... ..prison or detention barrack
at... .., to receive the said airman and
detain him until he can be removed in pursuance of
the above order, and to deliver him when required
for the purpose of such removal, and for so doing
this shall be sufficient warrant.

Signed at... ..this... ..day of... ..19..

Order on arrival in Canada of airman sentenced to
imprisonment

I, the undersigned, the... ..being the
committing and removing authority, do hereby in
pursuance of the Regulations for the Royal Cana-
dian Air Force and of all Acts and powers enabling

me in this behalf, order him to be transferred and removed to the... ..prison or detention barrack to receive him, and for so doing this shall be sufficient warrant.

Signed at... ..this... ..day of... ..19..
K.L.

NOTE.—(a) This order may be repeated as often as necessary by any authority having power to make it.

FORM F

Form of order respecting detention under sentence passed out of Canada and to be undergone in Canada.

Whereas (Name.....No.....Rank.....) of the (unit) was by a (a).....court-martial held at.....convicted of the offence of (b).....and by a sentence signed on the.....day of.....19..., sentenced (c) to detention for.....commencing on the aforesaid day, and such sentence has been confirmed by.....as required by law (d)

Now, therefore, I, the undersigned, the.....being the committing and removing authority, do hereby, in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order that the detention barrack at.....in Canada or such other detention barrack in Canada as any other competent authority may appoint in this behalf, there to undergo his sentence according to law.

And I do hereby, in pursuance of the said Regulations, Acts and powers, order the commandant or chief officer of any such detention barrack as aforesaid to whom the above airman is brought to receive the airman into his custody and detain him accordingly, and for so doing this shall be sufficient warrant.

And I do hereby, in pursuance of the said Regulations, Acts and powers further order that the said airman shall be conveyed in air-force custody and detained in air-force custody or in a detention barrack so far as appears necessary or proper effecting his removal to the said detention barrack in Canada.

Signed at.....this.....day of.....19..

NOTES:—(a) Insert “general” or “district” as required.

(b) If there are several offences state all of them. An offence should be stated in the words of the charge on which the airman was convicted, but if modified by

the finding, as so modified omitting the statement of particulars containing the details of time, place and circumstances.

(c) Substitute, where the original sentence was death, penal servitude, or imprisonment which has been commuted to detention, "to suffer death, and such sentence has been confirmed by.....as required by law, but has been commuted into detention for.....commencing on the aforesaid day," or "to be imprisoned with (or without) hard labour for.....commencing on the aforesaid day, and such sentence has been confirmed by.....as required by law, and has been commuted into detention for.....commencing on the aforesaid day."

(d) Add, if necessary, "with a remission of.....". If the detention was awarded by the commanding officer the form from "Whereas" down to "required by law," will be replaced by the corresponding provision in Form "G".

In case of a committal to any intermediate detention barrack being necessary (a)

For the purpose of carrying into effect the above Order, I, the undersigned, the.....do hereby, in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf order the commandant or chief officer of the detention barrack at.....to receive the said airman, and detain him until he can be removed, in pursuance of the above Order, and to deliver him when required for the purpose of such removal, and for so doing this shall be sufficient warrant.

Signed at.....this.....day of
19..

D.E.

Order on arrival of airman in Canada

I, the undersigned, the being the commanding and removing authority, do hereby in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order the said airman to be transferred and removed to the detention barrack at.....to undergo his sentence according to law.

And I do hereby order the commandant or chief officer of that detention barrack to receive him, and for so doing this shall be sufficient warrant.

Signed at this day of 19..

FORM G

Form of commitment to detention barrack on award of detention by commanding officer

To the commandant or officer or non-commissioned officer in charge of the detention barrack at

Whereas (Name, No., Rank), of the (unit), was on the day of 19.., awarded by his commanding officer detention for for the offence of

Now, therefore, I, the undersigned, being the commanding officer of the said airman, do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to receive him into your custody to undergo his sentence according to law, and for so doing this shall be your warrant.

Signed at this day of 19..
D.E.

NOTE.—(a) This order may be repeated as often as necessary by any authority having power to make it.

FORM H

Order for discharge of person subject to air-force law undergoing imprisonment

To the governor, commandant, or chief officer of prison or detention barrack at

Whereas (Name, No., Rank), of the (unit), is now in your custody under a sentence of imprisonment by court-martial.

I, the undersigned, being do hereby order you to discharge the said airman.

Signed at this day of 19..
E.F.

FORM I

Order for discharge of person subject to air-force law as airman undergoing detention

To the commandant or chief officer of the detention barrack at

Whereas (Name, No., Rank), of the (unit), is now in your custody under a sentence of detention by court-martial.

I, the undersigned, being do hereby order you to discharge the said airman.

Signed at this day of 19..
E.F.

FORM J

Form of discharging order in case of detention under the award of commanding officer

To the commandant or officer or non-commissioned officer in charge of the detention barrack at

You are hereby required to discharge the airman (Name, No., Rank), of the (unit), now in your custody undergoing his sentence pursuant to the award of his commanding officer.

Signed at this day of 19..
C.D.

Commanding Officer of the above airman.

FORM K

Order for removal of airman undergoing imprisonment to be brought before a court

To the governor or chief officer of prison or detention barrack at

Whereas (Name—No.—Rank), of the (unit), is now in your custody undergoing a sentence of imprisonment passed by court-martial.

I, the undersigned, being do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer bringing this order.

And I do hereby order the said officer or non-commissioned officer, and all other officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and bring him to there to appear before a (a) court-martial (b) as a witness, and then to return him to the above-named prison (or detention barrack) or to such other prison (or detention barrack) as may be determined by the proper authority, and to detain him in air-force custody until he is so returned or is discharged in due course of law, and for so doing this shall be sufficient warrant.

C.D.

Signed at this day of 19..

If the prison or detention barrack to which he is returned is altered.

I, the undersigned, being the do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers

enabling me in this behalf, order that he be forthwith returned in air-force custody to prison (or detention barrack) at there to undergo the remainder of his sentence.

Signed at this day of 19..
C.D.

NOTES.—(a) If the facts so require, substitute “civil court.”

(b) Substitute, according to the facts, “for trial,” or state the other reasons for which he is to be brought.

FORM L

Order for removal of airman undergoing detention to be brought before a court

To the commandant or chief officer of the detention barrack at

Whereas (Name—No.—Rank), of the (unit), is now in your custody, undergoing a sentence of detention passed by court-martial (a);

I, the undersigned, being the do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer bringing this order.

And I do hereby order the said officer, non-commissioned officer, and all other officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air force custody and bring him tothere to appear before a (b) court-martial (c) as a witness, and then to return him to the above-named detention barrack, or to such other detention barrack as may be determined by the proper authority, and to detain him in air force custody until he is so returned, or is discharged in due course of law, and for so doing this shall be sufficient warrant.

Signed atthisday of19..
C.D.

If the detention barrack to which he is returned is altered.

I, the undersigned, being the.....do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order that he be forthwith returned in air force custody to the detention barrack at.....there to undergo the remainder of his sentence.

Signed at.....this.....day of.....19..
C.D.

(a) If necessary, substitute "awarded by his commanding officer."

(b) If the facts so require, substitute "civil court."

(c) Substitute, according to the facts, "for trial," or state the other reasons for which he is to be brought.

FORM M

Order for removal of airman undergoing imprisonment for embarkation

To the governor or chief officer of.....prison (or detention barrack) at

Whereas (Name—No.—Rank), of the..... (unit), is now in your custody undergoing a sentence of imprisonment passed by court-martial.

I, the undersigned, being the.....do hereby, in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer presenting this order.

And I do hereby order that said officer or non-commissioned officer, and all officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and to convey him in air-force custody in such manner as may be directed by air-force authority towhere the..... (unit), to which he belongs is serving (a), and for so doing this shall be sufficient warrant.

Signed at.....this.....day of.....19..
J.K.

FORM N

Order for removal of airman undergoing detention for embarkation

To the commandant or chief officer of the detention barrack at.....

Whereas (Name—No.—Rank), of the..... (unit), is now in your custody undergoing a sentence of detention passed by court-martial (b).

I, the undersigned, being the.....do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer presenting this order.

And I do hereby order the said officer or non-commissioned officer, and all officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and

to convey him in air-force custody in such manner as may be directed by air-force authority to.....where the.....(unit) to which he belongs is serving (c) and so doing this shall be sufficient warrant.

Signed at.....this.....day of.....19..
J.K.

(a) If necessary, substitute "under orders to serve."

(b) If necessary, substitute "awarded by his commanding officer."

(c) If necessary, substitute "under orders to serve."

FORM O

Order for removal of airman from one public prison or detention barrack to another

To the Governor or chief officer of.....prison (or detention barrack) at.....

Whereas (Name—No.—Rank), of the.....(unit) is now in your custody undergoing a sentence of imprisonment passed by Court-Martial.

I, the undersigned, being the.....do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all other Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer presenting this order.

And I do hereby order the said officer or non-commissioned officer, and all officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and convey him in air-force custody in such manner as may be directed by air-force authority, to theprison (or detention barrack) atthere to undergo the remainder of his sentence, and for so doing this shall be sufficient warrant.

Signed at.....this.....day of.....19..
D.E.

FORM P

Order for removal of a person subject to air-force law undergoing detention from one detention barrack to another

To the commandant or chief officer of the detention barrack at.....

Whereas (Name—No.—Rank) of the.....(unit)your custody undergoing a sentence of detention passed by court-martial (a); I, the undersigned, being the.....

do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all other Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer presenting this order.

And I do hereby order the said officer or non-commissioned officer, and all officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody, and convey him in air-force custody in such manner as may be directed by air-force authority, to the detention barrack at....., there to undergo the remainder of his sentence, and for so doing this shall be sufficient warrant.

Signed at.....this..... day of.....19...

D. E.

NOTE.—(a) If necessary, substitute “awarded by his commanding officer.”

FORM Q

Form of order for temporary custody in prison or lock-up. To be used only in the case of an airman as defined by the Regulations.

To the governor or chief officer of.....prison at
(a)

Whereas (Name—No.—Rank), of the
.....(Unit), is now an airman in air-force custody.

Now, therefore, I, the undersigned, the commanding officer of the said airman, do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all other Acts and powers enabling me in this behalf, order you to receive the said airman into your custody and detain him until you receive a further order from me, but not longer than seven days, and for so doing this shall be your warrant.

Signed at this day of 19 .

J. K.

FORM R

Form of commitment to detention barrack for safe custody while awaiting trial by, or sentence of, court-martial.

To the officer or non-commissioned officer in charge of the detention barrack at

Whereas (Name—No.—Rank), of the
(unit) (has been remanded for trial by court-martial)

(b) or (was on the _____ day of _____ 19____, tried by court-martial for the offence of _____), and is awaiting (trial) (b) or (the promulgation of the finding and sentence of the court).

Now, therefore, I, the undersigned, being the commanding officer of the said airman, do hereby, in pursuance of the Regulations for the Royal Canadian Air Force enabling me in this behalf, order you to receive him into your custody for safe custody, and for so doing this shall be your warrant.

You will take care that the said airman wears his service clothing and necessaries, that he is allowed to exercise during a reasonable portion of each day in association, if possible, but that he is kept apart from airmen undergoing sentences, and that he receives the ordinary rations and messing of an airman. He should not be obliged to labour otherwise than by being employed in drill fatigue and other duties similar in kind and amount to those he might be called on to perform if not in confinement.

Signed at this day of 19 .
 (Signature.)

NOTE.—(a) Substitute if necessary “officer in charge of the police station (or other place) at” (b) The forms should be altered to meet cases of confinement before and after the trial respectively by erasing the words not applicable.

FORM S

*Form of discharge order in case of confinement in
detention barrack for safe custody while awaiting
trial by, or sentence of, court-martial*

To the officer or non-commissioned officer in charge
of the detention barrack at

You are hereby required to deliver over the airman (Name—No.—Rank), of the (Unit), now in your custody for safe custody, pursuant to committal by his commanding officer, to the non-commissioned officer of the escort herewith attending to receive him.

[illegible]

Commanding Officer of the above airman.

FORM T

Order for the removal in air force custody of a deserter or absentee without leave awaiting escort.

To the governor or chief officer of prison.

Whereas (Name——No.——Rank), of the (unit), is now in your custody as a deserter or absentee without leave awaiting escort, I, the undersigned, being do hereby order you to deliver the said prisoner to the escort producing this authority.

Signed at this day of 19 .
D.E.

FORM U

Form of commitment of person (other than a civilian witness) guilty of contempt of a court-martial

To the officer or non-commissioned officer in charge of the prison (or detention barrack) at

Whereas a court-martial for the trial of of which, I, the undersigned, am president, was on this day sitting at and of the (unit), was guilty of contempt of the court by using insulting language (or by using threatening language), (or by causing an interruption in the proceedings of such court, or as the case may be), namely by (there describe the act of which the offender was guilty).

And whereas the said court did order the above-named offender to be imprisoned (or to undergo detention) for.. . . .days.

Now, therefore, the court doth order you to receive the said offender into your custody for safe custody, and for so doing this shall be your warrant.

Signed at this day of 19 .
(Signature)

A.B., President of the above Court-Martial.

APPENDIX VI

Patents for Inventions by Persons in Public Service

Extracts from Sections 24 and 48 of The Patent Act (Chapter 23, 13-14 George V).

1. (1) There shall be attached to such Department Patent Office. of the Government of Canada as may be determined by the Governor in Council an office which shall be called the Patent Office, and a Commissioner of Patents may be appointed. Commissioner.

(2) There may be appointed from time to time, Staff. in accordance with the Civil Service Act, 1918, and any amendments thereto, such officers and clerks as are necessary for the purposes of this Act, 1919, c. 64.

2. The Commissioner shall receive all applications, Duties of Commissioner. fees, papers, documents and models for patents, and shall perform all acts and things requisite for the granting and issuing of patents of invention; and he shall have the charge and custody of the books, records, papers, models, machines and other things belonging to the Patent Office. R.S., c. 69, s. 4.

3. (1) The Commissioner shall exercise the powers Powers of Commissioner. conferred and perform the duties imposed upon him by this Act subject to the Minister, and in the absence or inability to act of the Commissioner any officer or clerk named by the Minister to perform the duties of the Commissioner may as Acting Commissioner exercise such powers and shall perform such duties.

(2) For the purposes of this Act the Commissioner Inquiries. shall have all the powers that are or may be given by the Inquiries Act to a Commissioner appointed under Part 11 thereof.

4. The Commissioner shall cause a seal to be made Seal of Office. for the purposes of this Act, and may cause to be sealed therewith every patent and other instrument and copy thereof issuing from the Patent Office. R.S., c. 69, s. 6.

5. (1) Every patent granted in respect of an invention made by a person while employed in the public service of Canada and relating to the nature of his employment shall, notwithstanding anything in the patent or The Patent Act to the contrary contained, be subject to the following conditions, Patents for inventions by persons in public service.

which shall be endorsed on such patent, that is to say—

- (a) The Commissioner may grant to any person applying there for a licence to use the patented invention on terms to be fixed by the Commissioner; Terms.
 - (b) In fixing the said terms the Commissioner shall have regard to the circumstances under which the invention was made and the right and interest of the Government of Canada therein in consequence thereof, which right and interest the said government is hereby declared to have and shall reduce the royalty payable to the patentee and the Government of Canada, but in no case shall the amount payable to the patentee be less than one-half of what it would have been had the inventor not been in the public service when making the invention; Duty of Commissioner.
Respective rights of Government and patentee.
 - (c) The patentee shall not make use of or allow others to make use of the patented invention without the consent of the Commissioner, who in granting such consent may exact a royalty for such use to be fixed by him and paid to the Government of Canada; Consent of Commissioner to use of invention.
 - (d) The Government of Canada shall have a right of action in any court of competent jurisdiction to restrain the unauthorized use of the patented invention and recover damages thereof which may be apportioned by the Commissioner between the patentee and the Government in such way as to him seems fit. Restraint of unauthorized use.
- (2) Any question which may arise as to whether any invention comes within the terms of this section shall be determined by the Commissioner on the application for a patent therefor. Disputes.
- (3) On the refusal of such inventor to apply for a patent for such invention after being thereunto duly required by the deputy head of the department in which he was at the time of making the invention employed, such deputy head may in his official capacity apply for and obtain a patent for such invention. Deputy may apply if inventor refuses.
- (4) Nothing herein contained shall be construed to restrict the right of the inventor to the full enjoyment of his invention outside of Canada. Inventor's rights outside of Canada.
- (5) Any decision of the Commissioner under this section shall be subject to appeal to the Exchequer Court. Appeal.
6. The Government of Canada may, at any time, use any patented invention, paying to the patentee such sum as the Commissioner reports to be a reasonable compensation for the use thereof, and any decision of the Commissioner under this section shall be subject to appeal to the Exchequer Court. Government may use patented invention.

APPENDIX VIII

Instructions as to the Financial Powers of R.C.A.F.
Officers with Regard to the Writing Off of
R.C.A.F. Stores

1. LIMITS AND POWERS

The limits to which Royal Canadian Air Force officers may authorize the writing off of losses are as set out in Table A—

TABLE "A"

Powers of Chief of the Air Staff to write off losses.

Description of Loss, etc.	Powers of C.A.S.
I. (a) Losses by fraud, suspected fraud or gross carelessness.	
(i) Supplies, animals or stores.....	Up to \$25.00*
(b) Losses by theft or arson proved or presumptive.	
(i) Supplies, animals or stores.....	Up to \$50.00*
II. (a) Stores, animals and supplies lost otherwise than by theft, fraud or gross carelessness.	
(1) Losses or deficiencies of equipment, clothing, supplies, animals, materials and stores (other than clothing and equipment in possession of airmen) net deficiencies in stores' accounts.....	Up to \$250.00
(2) Losses by fire, shipwreck, stress of weather, accidents or incidents of the service proved on due inquiry to have been beyond the control of any person responsible for the stores.....	Up to \$250.00

* Provided that no suspicion attached to an Air Force Officer or man or to any other person employed under the Royal Canadian Air Force.

2. VALUATION OF LOSSES

The amounts specified in Table A refer to the gross value of the loss, or to the total amount of the damage, irrespective of any recovery that may be made from the responsible individual.

3. MEDICAL STORES

R.C.A.F. officers are not empowered to write off charge, medical, surgical, and dental stores. All such losses will be reported to the District Officer Commanding.

4. SUBMISSION TO HIGHER AUTHORITY

All losses with which R.C.A.F. officers are not empowered to deal will be submitted to higher authority, giving full particulars and forwarding the proceedings of the courts of inquiry.

5. COURTS OF INQUIRY

The circumstances in which courts of inquiry will be held in regard to mechanical transport are laid down in para. 672, K.R., R.C.A.F. 1924, and in para. 669A.

6. AIRCRAFT, INCLUDING R.C.A.F. EQUIPMENT CARRIED THEREIN, ENGINES, MARINE CRAFT AND MECHANICAL TRANSPORT

(a) Aircraft, including R.C.A.F. equipment carried therein and aero engines

- (i) Where loss or damage has occurred and there is evidence of contributory negligence or culpable default, any write-off will be dealt with under 1 (a) or (b), or 111 (a) of Table A, according to the circumstances, cases beyond the powers of the Chief of the Air Staff being submitted to higher authority.
- (ii) Where there is no evidence of contributory negligence or culpable default, an aircraft or engine so damaged by a flying accident or so deteriorated by service conditions, or an aircraft so *deteriorated by climatic conditions*, as to be not worth the cost of repair, may be struck off charge on the authority of the Chief of the Air Staff, no write-off of loss being involved. The Chief of the Air Staff will take action as regards aircraft either on the report of the Unit on charge of which the aircraft is, or on the report of the repair depot to which the aircraft has been sent for examination; engines will not be written off charge without a report from the repair depot unless they have been destroyed or damaged by a flying accident to such an extent as to be not worth the cost of transport to the repair depot.

7. LOSSES IN TRANSIT

Losses of supplies or stores in transit between stations will be governed by the rule that the deficiency will be regarded as one upon the consignor's account, unless there is evidence that it actually occurred at the consignee's end.

In all cases the fullest possible investigation will be made at both ends.

8. WRITING OFF IN ACCOUNTS

Losses dealt with under para. 670 will be written off in the stores or other accounts (except cash accounts) concerned, quoting on the voucher at the time the number and date of the communication to higher authority.

9. LOSSES MADE GOOD

When the whole of a loss is made good, no reference to higher authority is necessary except as provided for in para. 670, unless there exists a suspicion of fraud on the part of the individual concerned in making good the loss, or unless an offence of a serious nature is disclosed.

10. DETERIORATION OF SUPPLIES AND STORES

Deterioration of supplies and stores due to service or climatic conditions will be dealt with as laid down in the various departmental regulations. Should it be clear, however, that the deterioration has arisen from causes within the control of the individual, the case will be regarded as coming within the scope of this appendix. All cases of deterioration of supplies and stores while in stock will be reported direct to the Chief of the Air Staff.

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